

Preparing for Zoom Court

3. Instructions for the person receiving this Eviction Summons (Defendant):

You must attend court on the date below:

Date _____ at _____ a.m. p.m. in 1302 Courtroom

In-person at:

Courthouse Address _____ City _____ State _____ ZIP _____

OR

Remotely (you may be able to attend this court date by phone or video conference. This is called a "Remote Appearance.")

By telephone: 312-626-7299
Call-in number for telephone remote appearance

By video conference: WWW.ZOOM.US
Video conference website

Meeting ID # 922 8830 9469 Password # 480525 See attached zoom list for Info.
Video conference log-in information (meeting ID, password, etc.)

Call the Circuit Clerk at: _____ or visit their website at: _____
Circuit Clerk's phone number

_____ to find out more about how to do this.
Circuit Clerk's website

A few days before:

- Find the Zoom link and password on the court notice.
- Make sure you have a device (like a smartphone or PC) to use the website zoom.us or download the Zoom app.
- You can also call into court by calling 312-626-6799.

A few minutes before:

- Log-in before the meeting starts to check that your sound and video are working.
- Put yourself on mute and make sure that you are in a quiet place.
- You should see a screen that says "Please wait, the meeting host will let you in soon."
- Make sure you have easy access to your court papers.

In the courtroom:

- Make sure you are on mute. If you are calling in, you will need to press #6 to unmute yourself.
- Look at your screen and check your name. If the name isn't yours, change it to your name by pressing the three dots next to your picture.
- Do NOT eat or drink, and do not speak unless your case is called, or you are called on.
- Listen up and follow the Court's instructions.

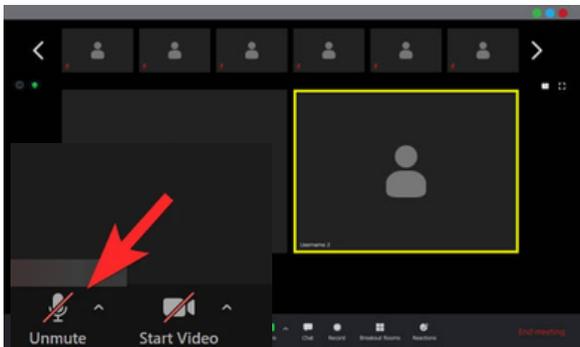
After the hearing:

- Once you are sure that your hearing is over, you may log off Zoom.

1/17/2023 12:00 AM IRIS Y. MARTINE

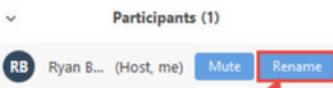
Witness this Date: _____

Clerk of the Court: _____

1

After launching the Zoom meeting, click on the "Participants" icon at the bottom of the window.



2

In the "Participants" list on the right side of the Zoom window, hover over your name and click on the "Rename" button.

NOTE: If you do not have access to a phone or computer, you can also go in-person to the Daley Center. The court has computer terminals set up for tenants.

Have more questions about Public Housing? Chat with us at www.rentervention.com or text "HI" to 866-773-6837

