

LAW DIVISION INSTRUCTIONS

Law Division is all SC, SR, AR, ED, or L cases

1. Jury Trials to proceed March 1, 2021.
2. Bench trials to proceed In-Person effective immediately.
3. All Law Division courtrooms will be closed to attorneys and litigants, except for trials.
4. Matters set for status, case management, prove up, hearing and conferences will proceed remotely.

Participation in these proceedings may be accomplished in one of two ways:

- a. By submitting an agreed order electronically (*instructions below*).
- b. By videoconference using Zoom. **The Zoom links will change daily, and you will be able to link to your court proceeding directly from the Clerk's Office website at www.18thjudicial.org**
(*Instructions on pages 3-5 of this document*)

MANDATORY ELECTRONIC ORDER INSTRUCTIONS

Electronic orders are mandatory and are free 7 days after entry.

(*You must register in advance at eaccess.18thjudicial.org*)

To have an electronic order entered on a case that is not on the call for the following day, you must call the Judge's Assistant **BEFORE** submitting the order.

To prepare electronic orders, attorneys and litigants must first register at eaccess.18thjudicial.org. The website contains a short video that fully explains the process for creating and submitting electronic orders. Attorneys and litigants are **STRONGLY** encouraged to use this system. In addition to allowing for the creation of electronic orders, parties can access orders and pleadings on their case history.

Here is the link for the instructional video:

https://eaccess.18thjudicial.org/CRIS/helpDocs/Attorney_Flow/Attorney_Flow.html

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LAW DIVISION EMAIL ADDRESSES

If you have cases in multiple rooms at the same time and are appearing remotely, please send an email to the Judge with the case numbers, case captions, and courtrooms of each case before 8:30 a.m.

For SC cases please schedule 2000 and 2006 cases on separate days.

Courtesy copies of 25 pages or less will be accepted by email.

Printed paper copies must be provided if they are more than 25 pages.

2000 – thomas.else@18thjudicial.org

2006 – christine.cody@18thjudicial.org

2008 – robert.rohm@18thjudicial.org

2010 – bryan.chapman@18thjudicial.org

2014 – robert.kleeman@18thjudicial.org

2016 – david.schwartz@18thjudicial.org

2018 – robert.douglas@18thjudicial.org

2020 – angelo.kappas@18thjudicial.org

Please DO NOT copy the Judge's assistant on emails.

LAW DIVISION ASSISTANTS

Christine LaPuma 630-407-8803

Judge Else (**2000**)

Judge Rohm (**2008**)

Judge Chapman (**2010**)

Emily Roumpas 630-407-8805

Judge Cody (**2006**)

Judge Kleeman (**2014**)

Judge Schwartz (**2016**)

Amy Teeling 630-407-8806

Judge Douglas (**2018**)

Judge Kappas (**2020**)

Notice

Effective August 10th the 18th Judicial Circuit is implementing a new process that provides a centralized location to obtain Zoom links. You will be able to link to your court proceeding directly from the Clerk's Office website at www.18thjudicial.org. Previously assigned links will no longer work starting on August 10th.

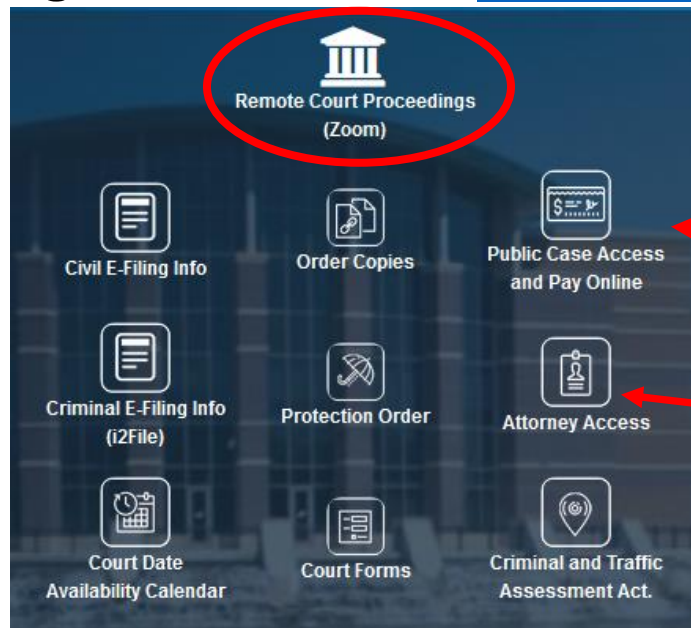
You will need to find your Zoom meeting information by following the steps below:

1. Click on the Remote Court Hearings icon at www.18thjudicial.org

Remote Court Proceedings

Unless you have been ordered by a judge to appear in person today at either 11am or 1:30pm, your case is scheduled for a Remote Court Proceeding via Zoom only. You can attend the Zoom proceeding from a phone, smart phone, or computer at home or at the Law Library on the 2nd floor. **Download signed orders free for seven (7) days.**

Zoom Meeting information at www.18thjudicial.org



Call the Circuit Clerk's Office for a copy of your signed order.

Attorneys download signed orders free for seven (7) days.

Enter your courtroom and date, or your case number, and press Search Schedule.

Remote Court Session Schedule

Select Court Room: Select Date:

I'm not a robot **Search Schedule**

Enter case number:

I'm not a robot **Search Schedule**

You may join by phone only using this information.

You will not receive any email invitations or reminders!

July 22, 2020
Location: 2009
Meeting ID: 8488312722
Passcode: 25133
Phone Only: +1 3126266799 US
+1 3017136392 US

Join Now

These meetings change every day!

Click **Join Now** or check this website for the most current meeting details.

Remote Court Hearings (Zoom)

- E-Filing Info
- Order Copies
- Pay Online
- Case Lookup
- Protection Order
- Attorney Access
- Court Date Availability Calendar
- Court Forms
- Criminal and Traffic Assessment Act

2. Enter your court room and date, or your case number.

Remote Court Session Schedule

Select Court Room: Select Date:

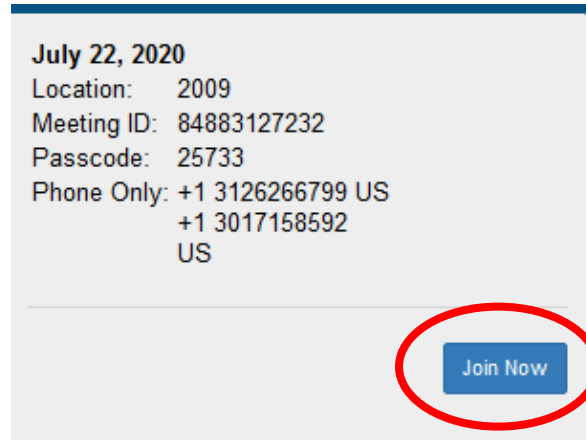
OR

Enter case number:

I'm not a robot **Search Schedule**

3. Select “Join Now” to connect to the court proceeding. Meeting IDs, passcodes and phone numbers are provided for other modes of entry. Always check the website for the most current meeting details.

You will not receive any email invitations or reminders!



These meetings change every day!