

**INSTRUCTIONS FOR APPEARING BY VIDEO
MORTGAGE FORECLOSURE CASES**

You may appear by video in certain mortgage foreclosure cases under Illinois Supreme Court Rules 185 and 241. Appearing by video means that you can use your phone or computer to “appear” in court for your foreclosure case instead of going to the courtroom in person. If you appear by video, you do not need to come to court in person.

How will I know if I can appear by video in my case?

You may choose to appear by video or the court may enter an order allowing you to appear by video if your foreclosure case is assigned to certain courtrooms which are called “calendars” in the court system. You can tell what calendar your case is assigned to by looking at the top of the first page of your court papers which is called a “caption.” On the right side of the caption, you will see the court case number, which will begin with the year, followed by “CH” (for Chancery), and then 5 more digits. Just below that number, you will see “Cal” (for Calendar) and the calendar number. Here is an example:

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	MORTGAGE FORECLOSURE COMPLAINT	For Court Use Only
Instructions ▼		
Enter above the county name where this case was filed		
Enter the name of the bank or mortgage company as Plaintiff.	BANK _____ Plaintiff (Name of Bank or Mortgage Company) v.	
Enter your names as Defendants.	JANE SMITH _____ _____ Defendants	case number  19 CH 12345 Case Number
Enter the Case Number from the Complaint you received.		
		calendar number → CAL: 60

In this example, the case number is 19 CH 12345 and the calendar number is 60.

The court will let you appear by video if the **calendar number** for your case is **60 or 63** and the judge agrees to allow the case on the video call. In this example, you can choose to appear by video because your calendar number is 60.

One or more of the other parties in your case may choose to not appear by video. You can still appear by video in the case even if the other party appears in person in the courtroom.

How can I ask the court to appear by video?

1. Make sure the calendar number of your foreclosure case is 60 or 63.
2. Go to the courtroom in person on the first court date.
3. Ask the judge to appear by video in your case going forward.

4. If the judge agrees to let you appear by video, the judge will sign a Request and Order Setting Case for Remote Video Proceeding and give it to the Circuit Clerk to process.
5. You will receive a copy of that court order listing the next court date and time on a court order.
6. You will need to appear by video at that date and time listed.

What do I do When my Case is Assigned to a Video Hearing?

1. In order to appear by video, you will need to
 - a. Have access to either a smartphone, computer, or tablet that has access to the internet, has a camera, and has a microphone.
 - b. Download the Zoom App and connect to the zoom meeting by the URL emailed to you for your court date and time.
 - c. When you connect to Zoom, please identify yourself using your last name and your Case No (e.g., Smith 19 CH 12345)
2. When you are connected to Zoom, you will be checked in by a Court Clerk before the judge joins the call.
3. When the judge joins your call, he or she will call individual cases and you will be able to speak freely to the judge. All other individuals connected to the call will hear you, just like if you were in a courtroom in person.
4. After your case is concluded, the judge's staff will email a copy of the order entered by the Clerk to the email address provided by the parties on the Request and Order Setting Case for Remote Video Proceeding.
5. When you appear by video the same laws and rules as if you were in the courtroom in person. That means:
 - a. You should not talk or disrupt the call while other people are talking.
 - b. You should join the call in a well-lit and quiet room so that the judge can both see and hear you.
 - c. You should not engage in any other behavior that may be disruptive to your case or anyone else's case.
6. The judge may decide at any point in your case that all parties need to be physically present in the courtroom.
7. You can tell the court that you want to appear in person for future hearings if appearing by video no longer works for you.