

## MEMORANDUM

**TO:** All Counsel as Pro Se Parties  
**FROM:** 10<sup>th</sup> Circuit Judge Paul Gilfillan  
**RE:** CourtCall Remote Appearances in Tazewell County Courtroom 101 (and Courtroom 308)  
**DATE:** August 2014 (Amended 1-5-15 to include 'L' courtroom 308)

Effective September 1, 2014, as a means to increase efficiencies and reduce costs to participants, telephonic appearances are hereby allowed for pro se parties and counsel on Thursday 10:00a.m. Case Management Conferences and any other routine, non-evidentiary hearing, as authorized by the court. As a general rule Mortgage Foreclosure cases are ineligible.

### Authorization

1. Telephonic court proceedings have been approved for use in the 10<sup>th</sup> Circuit per Administrative Order 14-7, which can be found on the Tazewell County website ([www.tazewell.com/courts/courts.html](http://www.tazewell.com/courts/courts.html)) and in Courtroom 101 (and Courtroom 308). Participants must comply with same, which is incorporated herein.
2. It is expected that all parties will now be represented in court or at any authorized hearing via CourtCall.

### Scheduling and Notice

1. No such telephone appearance will be allowed unless it is made through CourtCall, except by express court permission.
2. CourtCall facilitates the telephonic appearance of persons at hearings which have already been scheduled by regular means with our courtroom clerk. **CourtCall does not set or calendar hearings for the court.** If a court date is not already set, or a motion is not scheduled and noticed via the Circuit Clerk's office in the same manner as any other motion, the case will not appear on the judge's call and will not be heard.
3. Telephonic appearances must be arranged by contacting CourtCall by phone at (888) 882-6878 or online at [www.courtcall.com](http://www.courtcall.com) no later than 4:00pm (CST) on the second court day preceding a hearing date.\* CourtCall will provide persons with a written confirmation of their telephonic appearance and a number to call for the telephonic appearance.\*
4. Persons electing to make a telephonic appearance shall notify all counsel/parties of the same either contemporaneously with any written notice of motion or via fax or email (or, if the former are unavailable, by telephone) no less than 24 hours prior to the scheduled court date\*). Nothing in this rule shall be construed as modifying the notice of motion requirements set forth in Supreme Court Rule 12 and Local Rules.

\* Court approved emergency settings excepted for which as much notice as possible is required.

### Appearance Procedure

1. It is the responsibility of the person making a telephone appearance to dial into the call no later than five (5) minutes prior to any scheduled hearing(s), and to check in with the CourtCall clerk.
2. Persons appearing telephonically shall state his or her name for the record each time he or she speaks.
3. If a person schedules a telephonic appearance and then fails to respond when the matter is called, the court may pass the matter or treat the failure to respond as a failure to appear.
4. The court will direct which party prepares the order for such a hearing.

### Costs

1. CourtCall is an independent service provider. By using the services of CourtCall, individuals are knowingly entering into a service agreement and are subject to follow any additional terms and conditions imposed by CourtCall and shall be solely responsible for any costs or other expenses incurred for those services provided. Under no circumstance shall the Court bear any costs for any telephonic appearance. CourtCall charges each participant a fee of \$60.00 for each CourtCall Appearance. There are no subscription fees.

### Rejections, Refunds, and Suspension of Privileges

1. See 10<sup>th</sup> Circuit Administrative Order 14-7.

For information about CourtCall please call CourtCall, not the participating Courtroom.