

JUDGE ROBERT JACOBSON

REMOTE APPEARANCE GUIDELINES

ZOOM LINK

- ❖ Join Zoom Meeting - CourtroomJ
- ❖ <https://zoom.us/j/9295626134?>
- ❖ Meeting ID: 929 562 6134
- ❖ Passcode: d6Nx8V
- ❖ Change display name to include your first and last name and case number



DURING COURT

- ❖ Locate the mute button and mute your microphone until it is your turn to speak.
- ❖ Please note you may be held in the waiting room if there is a confidential proceeding prior to the start of your hearing.
- ❖ When it's your turn to speak, unmute yourself and identify yourself by stating your full name.
- ❖ Speak slowly and pause before and after responses.
- ❖ When you speak, stay close to and face your microphone so your statements can be heard and recorded. If you can't be heard, the record of the court proceeding may be incomplete.
- ❖ Verbal responses are essential. Don't nod your head to respond.
- ❖ Be careful about talking over another speaker. It's hard to hear what is being said if people speak at the same time or interrupt one another.
- ❖ Treat everyone with respect and courtesy.

FURTHER INFORMATION

- ❖ CourtroomJ@champaigncountyil.gov
- ❖ Family Law Courtroom Protocols:
<https://www.co.champaign.il.us/CircuitCourt/Orders.php>

