

Jefferson Circuit Division Four (4)

Division Four (4) of Jefferson Circuit Court will be **CLOSED** January 3 - January 6, 2023.
Court will resume normal operations on Monday, January 9, 2023.
If you have a case scheduled for January 3 - 6, staff will reach out to you to reschedule.

Effective January 9, 2023

Circuit Court Division Four (4) will run **ZOOM** during all Motion Hour dockets, and as needed thereafter. Any party may appear by Zoom/phone for Motion Hour.

The Zoom/phone information for Division Four (4) is as follows:

Zoom Video Conference:

Meeting ID 502-595-4604

Password 4604

By Phone

Call 309-205-3325

Enter Meeting ID 502-595-4604 and Password 4604

In all other cases, any party or attorney may appear by Zoom/phone so long as opposing counsel consents. If opposing counsel does not consent, leave of Court is required.

It is *highly suggested* that you practice using Zoom before signing on for Court. When you sign on, make sure to enter your first and last name. If you are not a party to the case, please include your name AND your relationship to the case, for example "John Doe, Attorney for Jane Smith," or "John Doe, witness on Smith v Jones." Please remain muted until you hear your case called. **Failure to comply with these standards may result in removal from the Zoom meeting.** If you are unable to appear by phone or Zoom due to technical issues, you must be prepared to appear in person. Again, you are highly encouraged to test your Zoom before Court begins.

If you are calling in by phone, we will check in with you to get your name and any other info that is needed. You can mute and unmute by pushing *6 on your phone's keypad. Again, please do not unmute until your case is called, and be prepared to appear in person in the event of a poor connection.