

Eviction Toolkit for Self Represented Litigants in Kane County

Prepared by:



www.pslegal.org

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PRAIRIE STATE LEGAL SERVICES

Equal Access to Justice

Updated October 12, 2021

EVICCTIONS DURING COVID-19



The Illinois eviction moratorium ended on October 3

Beginning **October 4, 2021**, any eviction case can be filed and any eviction order can be enforced.

GET HELP!

- If you can't afford rent, Kane County residents can call 2-1-1 for information about rent assistance resources or visit www.illinoisrentalassistance.org or <https://ilrpp.ihda.org/>.
- If you live in income-based housing and your income has changed, ask the landlord or the Housing Authority to "recertify" your income.
- For the more information about evictions during COVID, visit www.pslegal.org or www.illinoislegalaid.org.

If you get an eviction notice, ask for legal help by calling 855-631-0811 or visit evictionhelpillinois.org.

HELP WITH RENT IS NOW AVAILABLE



- Are you in eviction court because you fell behind on rent?
- Did you lose income or suffer financial hardship because of Covid-19?
- Are you at risk of becoming homeless?

If you answered "Yes" you may be eligible for rental assistance

Tenant Documentation Requirements:

- Government-issued photo ID
- Proof of address
- Proof of household income
- Proof of public assistance (if applicable)
- Amount of past due rent
- Eviction court papers (Complaint/Summons)
- Valid email address

Housing Providers/Landlords Documentation Requirements:

- Proof of ownership
- Proof of unpaid rent
- Written lease (if applicable)
- Eviction court papers (Complaint/Summons)
- Valid email address

NOTE: Proof of citizenship is not required. Rental assistance is not considered a "public charge" benefit.

Tenants and Housing Providers/Landlords should work together to apply online at ilrpp.ihda.org



Need additional support? Call 866-ILHELP1 (866-454-3571)



Need Legal Help?

Eviction Help Illinois provides free legal aid and mediation services to prevent evictions and increase housing stability. Visit evictionhelpillinois.org or call 855.631.0811 to learn more.



Eviction Help Illinois Offers Free Legal Help for Illinois Residents



Renters facing potential eviction



Landlords seeking legal information

EVICTED
NOTICE

TO FIND OUT IF YOU ARE ELIGIBLE FOR **FREE** LEGAL HELP



CALL:

855.631.0811



VISIT:

evictionhelpillinois.org



TEXT EVICTION TO:

844.938.4280

Text option is not available in Cook County.

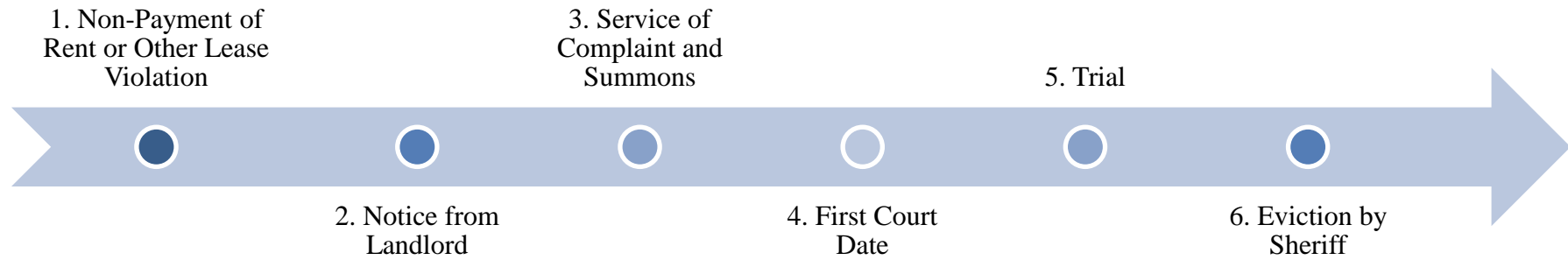
Eviction Help Illinois is a state-funded network of 16 non-profit organizations providing free legal aid, mediation services, and connections to other resources including rental assistance in response to the eviction crisis. Mediation is an opportunity for landlords and tenants to resolve issues with the help of a knowledgeable and neutral person.

These services are funded via a partnership between the **Illinois Department of Human Services** and the **Illinois Equal Justice Foundation**.



By texting 844-938-4280, I agree to get text messages about my requests and related legal information from Illinois Legal Aid Online (ILAO). I understand that my consent to get texts is not required to get this eviction help. To stop getting messages, text STOP. For help, text HELP. Message and data rates may apply.

The Eviction Process in Illinois



1. The eviction process begins when a tenant violates their lease, for example, by not paying the rent on time.
2. The landlord must give a written eviction notice to the tenant. It can be for 5, 7, 10, 14 or 30 days, depending on the legal issue and the type of housing you live in. The tenant can stop an eviction for non-payment of rent by paying the rent in full during the notice period. In some types of subsidized housing, the tenant also has the right to request a meeting with the landlord during the notice period to try and work things out.
3. After the notice period ends, the landlord can file an eviction case in court. The sheriff will serve the tenant with the complaint (says what they are being sued for) and the summons (says when and where the first court date will be).
4. If the tenant misses the court date, the judge can enter a default judgment, granting what the landlord requested in the complaint (usually eviction and money owed). But, if the tenant goes to court, the judge will ask whether the tenant agrees with the complaint. If yes, the judge will ask how long the tenant needs to move out and enter an eviction order. If no, the judge will schedule a trial. In some counties, the landlord and tenant may attend mediation before trial.
5. At the trial, both sides can present their evidence and testimony. If the tenant has a defense (a legal reason to stop the eviction), the judge will dismiss the case. Otherwise, the judge will sign a court order approving the eviction and any money owed to the landlord.
6. The landlord must take the court order to the sheriff to schedule the actual eviction (the removal of the tenant and their belongings). The eviction can happen any time after the date listed on the court order.

**PLEASE NOTE: A landlord cannot evict a tenant without a court order and assistance from the sheriff.
Call the police if you are being illegally evicted!**

Tips for Landlords and Tenants to Settle an Eviction Case

- Explore rent assistance options!
- Consider lowering rent, either temporarily for a set period of time or for the rest of the lease.
- Consider a repayment agreement to allow the tenant to catch up on past due rent and stay in the unit. This may be a good option for tenants who are temporarily out of work due to the pandemic.
- Document payments with a receipt.
- If staying in the unit isn't an option, consider a move out agreement that will avoid entry of an eviction order. An eviction order may make it harder to find new housing in the future.
- If you reach an agreement, put it in writing. Have both parties sign and date the agreement, and make sure both parties get a fully signed copy. Be specific - about dollar amounts, dates, and everything else. This will help prevent miscommunication and disagreements later on.
- Talk to each other! If an eviction court case has already been filed, you don't have to wait for your court date to make an agreement. If you make an agreement before your court date, you might be able to submit an agreed order to the judge before court. Contact your local Circuit Court Clerk to find out the rules in your county.



Why should a landlord consider settling?

- Getting partial rent payments may be better than getting no rent, especially if it means keeping a good tenant.
 - Eviction court cases and finding new renters costs money.
 - An occupied unit may be safer than an empty unit.
- There may be a long delay in getting and enforcing an eviction order.



Additional Resources for Tenants in Kane County

- **Rental assistance resources:** <http://www.illinoisrentalassistance.org>
- **Court-Based Rental Assistance Program (CBRAP):** <https://ilrpp.ihda.org/>
- Kane County residents can **call 2-1-1** (or 1-888-865-9903) or visit helpillinoisfamilies.com for help with rent, utility, and food assistance and more
- **Eviction Help Illinois:** Free legal help; visit evictionhelpillinois.org, call (855) 631-0811, or text 1-844-938-4280
- **Kane County Circuit Clerk:** <http://cic.countyofkane.org/>
(information about court operations, online access to court records, e-filing information, and more)
- **Sixteenth Judicial Circuit:** www.illinois16thjudicialcircuit.org (Kane County court website)
- **Kane Court Partners:** www.kanecourt.org (information about Kane County court proceedings)
- **How to Attend Zoom Court videos:**
<https://www.illinois16thjudicialcircuit.org/Pages/watch-helpful-videos-on-coming-to-court-during-covid-19.aspx>
- **Kane County Law Library & Self Help Legal Center:** <https://www.kclawlibrary.org/>
- **Statewide court forms:** <https://atjil.org/>
(including Application for Waiver of Court Fees, Appearance, Notice of Motion, and Interpreter Request)
- **Prairie State Legal Services' Renters Handbook:** <https://www.pslegal.org/covid-resources/>
- www.illinoislegalaid.org: Free legal information
- covidhelpillinois.org: 24/7 free automated help for people facing housing and other problems during the pandemic

RENT REPAYMENT AGREEMENT

Landlord name: _____

Tenant name: _____

Property address: _____

1. **Amount owed.** We agree that the tenant owes the landlord:

\$ _____ (*dollar amount*) in past due rent; and

\$ _____ (*dollar amount*) in late fees (if allowed by the lease)

as of _____ (*date*).

These amounts include any reduction in or waiver of past due rent or late fees that we have agreed to.

For properties covered under the CARES Act, landlords cannot charge late fees for rent due between March 27 and July 24, 2020.

2. **Payment plan.** The tenant agrees to pay the amounts listed in paragraph 1 by paying the landlord:

\$ _____ (*dollar amount*) per week month other _____

for _____ (*number*) weeks months other _____

beginning on _____ (*date*).

Special payment instructions (*e.g. payments are due on the first of the month*):

These payments are in addition to any current rent that becomes due during this time period. The landlord will not charge any additional late fees for payments made under this Rent Repayment Agreement. Both parties are strongly encouraged to document payments with receipts.

Landlord
Initials

Tenant
Initials

3. **No eviction.** The landlord agrees not to file an eviction court case against the tenant for non-payment of rent as long as the tenant makes the payments required by this Rent Repayment Agreement plus current rent payments. If an eviction court case is already pending, the landlord agrees to dismiss that eviction case.

By signing this Rent Repayment Agreement, the parties agree that the tenancy shall continue, all prior eviction notices are rescinded, and the tenant may remain in the property.

4. **Signatures.** This Rent Repayment Agreement is not valid until it is signed by both the landlord and the tenant. Both the landlord and the tenant should receive a fully signed copy.

5. **Changes.** Any changes to this Rent Repayment Agreement must be in writing and signed by both the landlord and the tenant.

Landlord printed name

Date

Landlord signature

Tenant printed name

Date

Tenant signature

Landlord
Initials

Tenant
Initials

Electronic Proposed Orders through E-file Information

Kane County Civil and Family Divisions will now be accepting Proposed Orders through the State Mandated E-Filing systems using your existing E-filing account.

Civil Division effective 04/05/21

Family Division effective 04/12/21

All instructions from the Administrative Orders for each division are to be followed. If there are documents that you are instructed to be emailed to all Parties/Judge according to the Administrative Order please use those emails listed on the Administrative Order.

The Proposed Order E-file process is used for the Proposed Orders that are final and ready to be signed by the Judge. The previous emails of CICCFamilyRemoteOrders & CICCivilProposedOrders will not be utilized for the routing of these orders after the dates above. Any proposed orders received in these emails from Attorneys or Self Represented Litigants after the dates above will be returned and asked to be E-filed using the Proposed Order code.

When using your Electronic Filing Service Providers (EFSPs) here are some helpful hints to make it a successful transition.

- Kane County has a drop down box in the Select Filing Code field, named **PROPOSED ORDER** you must choose this to have it routed to the Judge.
- Kane County is using an Auto Receipt function, so your proposed order goes directly to the Judges E-file queue that is assigned in the Case Management System. It is "Receipted" in your history. It creates a new envelope number from this receipted functionality but the service/case contacts follow all envelopes.
- The filer is suggested to type the upcoming Court appearance date, or the court date that it was heard in the FILING DESCRIPTION field. This could be used as a communication tool from you to the Judge.
- If you want a copy of the File Stamped/ Signed Order via Email then you **must** use the SERVICE CONTACTS/CASE CONTACTS feature through your EFSP. All EFSP's have the functionality to include yourself and the opposing party as a CASE SERVICE CONTACT. When using this you will both receive Signed Orders back from your EFSP provider via email. If you are unsure how to use the Case Service Contacts, please contact your service provider for the functionality as each vendor may be different. Since the applications has this functionality, the clerk will not be sending any orders back via Email.

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	AGREED DISMISSAL ORDER (CASE MAY BE REINSTATED IF DEFENDANTS VIOLATE AGREEMENT)	<i>For Court Use Only</i> Case Number _____
Instructions ▼ Directly above, enter the name of the county where the case was filed. Enter the full names of Plaintiff, Defendants, and the case number as listed on the Eviction Complaint.	Plaintiff (For example, the landlord or owner): _____ _____ _____ v. Defendants (For example, the tenants or occupants): _____ _____ _____ <input type="checkbox"/> Unknown Occupants (Check the box for Unknown Occupants if it was checked on the Eviction Complaint.)	

Notice to Defendants:	This case is being dismissed, which means it is now over. But Plaintiff may bring this case back to court if you violate the agreement. All residential eviction actions filed between March 9, 2020 and March 31, 2022 must be sealed. If the file has not been sealed, alert the judge.
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In 1 , check the reason for your court date today.	1. This case was in court for (check all that apply): <input type="checkbox"/> Trial <input type="checkbox"/> Hearing on Motion <input type="checkbox"/> Status <input type="checkbox"/> Other: _____
In 2 , check who went to your court date.	2. People in court (check all that apply): <input type="checkbox"/> Plaintiff <input type="checkbox"/> Plaintiff's Lawyer <input type="checkbox"/> Defendants: _____
Fill out 3 only if the parties agree Defendants will pay money. Otherwise, leave blank. Enter the total amount the parties agree is owed. Check 3a or 3b to show how the money will be paid back. Include any other agreed terms like method of payment or the address where payment will be sent in Section 9 .	<input type="checkbox"/> Defendants' lawyer <input type="checkbox"/> Other: _____
	3. <input type="checkbox"/> Defendants will pay Plaintiff the agreed amount of \$ _____ for all past due rent assessments, court costs, and other amounts due under the lease / condo declaration. Defendants will make payments according to the schedule below (check a or b): <input type="checkbox"/> a. \$ _____ <input type="checkbox"/> monthly <input type="checkbox"/> every two weeks <input type="checkbox"/> every week beginning on _____ Date and continuing until paid in full on: _____ Date <input type="checkbox"/> b. The total amount on or before: _____ Date
Check 4 or 5 depending on your agreement.	4. <input type="checkbox"/> Defendants are staying in the unit. They must make any payments listed above PLUS all future rent/assessment payments as they come due.
In 5 , list the date and time the parties agree on for Defendants to move out. Then check all the boxes that apply to your agreement.	5. <input type="checkbox"/> Defendants must move out by _____ at _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. Date Time Defendants must also (check all that apply): <input type="checkbox"/> return the keys to Plaintiff on _____ at _____ <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. Date Time <input type="checkbox"/> notify Plaintiff that they have moved out by phone or text at: _____ or by email at: _____

In **6a-d**, check the boxes and/or fill in the blanks with your agreements.
In **6c**, a material violation is one that defeats the purpose of the agreement. For example, if the tenant is using the residence as a business location.

In **7**, enter the final date the Plaintiff may file a motion to request a hearing. This date can be agreed on by the parties or provided by the judge.

In **8a**, if you checked the third box, write in the number of days you agree on.

The amount in **8b** does not have to be the same as what is in section **3**.

Complete **9** only if applicable.

In cases that have not yet been sealed, the parties may agree to seal the court file in a residential eviction action under: ([735 ILCS 5/9 – 121.5](#)) The parties' right to seal by agreement expires on August, 1, 2022.

All parties (or their lawyer) who agree to this *Order* should sign it.

Enter the name and contact information of the person completing this *Order*. DO NOT complete the section to the right for Date and Judge.

- 6.** This case is dismissed. Plaintiff may file a Motion to reinstate this case only if Defendants (*check all that apply*):
- a. violate the repayment agreement in Section 3
 - b. do not move out by the date in Section 5
 - c. materially violate the lease after the date of this *Order* and before the date in Section 7
 - d. other: _____

7. Plaintiff may reinstate this case by filing a motion explaining how Defendants violated this *Order*. Defendants may assert relevant defenses to Plaintiff's motion. A motion to reinstate, and any defenses to the motion, must be based on events that occurred after the entry of this *Order*.
Plaintiff may not file a motion to reinstate this case after _____ .
Date

- 8.** If Plaintiff proves that Defendants violated the terms of this *Agreed Order*, the court will enter:
- a. an *Eviction Order* (if Defendants are still in the property). The *Eviction Order* can be enforced (*choose one*):
 - immediately (*meaning the sheriff can evict Defendants right away when the Eviction Order is entered*), OR
 - only after _____ days (*meaning the sheriff must wait that number of days after the Eviction Order is entered to evict Defendants*).
 - b. a money judgment against Defendants for the agreed amount of \$ _____ minus any payments made.

9. Other agreed terms (*if applicable*): _____

The parties agree to seal the court file. The clerk shall place the file under seal upon entry of this *Order*. (*Note: In some counties, the court may enter a separate sealing order.*)

Signed and agreed to,

 Plaintiff (or lawyer)

 Defendant (or lawyer)

 Defendant (or lawyer)

 Defendant (or lawyer)

 Defendant (or lawyer)

Name: _____
Address: _____
Telephone #: _____
Email: _____
Attorney # (if any): _____

ENTERED: _____
 Date

 Judge

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	AGREED SETTLEMENT ORDER WITH STATUS DATE (DEFENDANTS WILL MOVE)	<i>For Court Use Only</i> _____ Case Number
Instructions ▼ Directly above, enter the name of the county where the case was filed. Enter the full names of Plaintiff, Defendants, and the case number as listed on the <i>Eviction Complaint</i> .	Plaintiff (For example, the landlord or owner): _____ _____ _____ v. Defendants (For example, the tenants or occupants): _____ _____ _____ <input type="checkbox"/> Unknown Occupants <i>(Check the box for Unknown Occupants if it was checked on the Eviction Complaint)</i>	

Notice to Defendants: All residential eviction actions filed between March 9, 2020, and March 31, 2022 must be sealed. If the file has not been sealed, alert the judge.

In 1, check the reason for your court date today.

In 2, check who went to your court date.

In 3, list the date and time the parties agree on for Defendants to move out.
Then check all the boxes that apply to your agreement.

Fill out 4 only if the parties agree
Defendants will pay money in addition to moving. Otherwise, leave blank.
In 4, enter the total amount the parties agree is owed (if any). Check 4a or 4b to show how the money will be paid back. Include any other agreed terms like method of payment, the address where payment will be sent, etc. in Section 9.

1. This case was in court for *(check all that apply)*:
 Trial Hearing on Motion Status Other: _____
2. People in Court *(check all that apply)*:
 Plaintiff Plaintiff's lawyer
 Defendants: _____
 Defendants' lawyer Other: _____
3. Defendants must move out by _____ at _____ a.m. p.m.
Date *Time*
 Defendants must also *(check all that apply)*:
 return the keys to Plaintiff on _____ at _____ a.m. p.m.
Date *Time*
 notify Plaintiff that they have moved out by phone or text at: _____
 or by email at: _____
4. Defendants will pay Plaintiff the agreed amount of \$ _____ for all past due rent, assessments, court costs, and other amounts due under the lease / condo declaration through the move out date. Defendants will make payments according to the schedule below *(check a or b)*:
 a. \$ _____ monthly every two weeks every week
beginning on _____ and continuing until paid in full on _____
Date *Date*
 b. The total amount on or before: _____
Date
5. This case is continued to _____ at _____ a.m. p.m.
Date *Time*
 in courtroom _____ to see whether Defendants have moved out of the property and paid the amount listed in 4 *(if any)*.

In 6 and 7, "with prejudice" means the claim is forever dismissed.

In 7, this paragraph will not apply if no money is listed in 4. Include only those Defendants who have agreed to this *Agreed Order*.

In 8, check all that apply.

In 8a, if you checked the second box, write in the number of days you agree on.

The amount in 8b does not have to be the same as what is in Section 4.

Complete 9 only if applicable.

In cases that have not yet been sealed, the parties may agree to seal the court file in a residential eviction action under: ([735 ILCS 5/9 – 121.5](#))
The parties' right to seal by agreement expires on August, 1, 2022.

All parties (or their lawyer) who agree to this *Agreed Order* should sign it.

On the left, enter the name and contact information of the person completing this *Agreed Order*. **DO NOT** complete the section on the right for Date and Judge.

6. If Defendants have moved out and paid any amount owed as stated in Section 4 of this *Agreed Order*, this case will be dismissed with prejudice and Plaintiff may re-enter the property. Any of Defendant's personal property left behind after the move-out date will become the property of Plaintiff.

7. If Defendants have moved out but Plaintiff proves that Defendants have not paid the full amount listed in Section 4, the claim for possession will be dismissed with prejudice. A *Judgment for Money Only in Eviction Case* will be entered against the following Defendants for what is still owed: _____

Any money paid between now and the next court date will be subtracted from the full amount listed above in Section 4.

8. If Plaintiff proves that Defendants violated the terms of this *Agreed Order*, the court will enter:

- a. an *Eviction Order* (if Defendants are still in the property). The *Order* can be enforced (choose one):
 - immediately (meaning the sheriff can evict Defendants right away when the *Eviction Order* is entered), OR
 - only after _____ days (meaning the sheriff must wait that number of days after the *Eviction Order* is entered to evict Defendants).
Number

b. a money judgment against Defendants for the agreed amount of \$ _____ minus any payments made.

9. Other agreed terms (if applicable): _____

The parties agree to seal the court file. The clerk shall place the file under seal upon entry of this order. (Note: In some counties, the court may enter a separate sealing order.)

Signed and agreed to,

Plaintiff (or lawyer)

Defendant (or lawyer)

Defendant (or lawyer)

Defendant (or lawyer)

Defendant (or lawyer)

Name: _____

Address: _____

Telephone #: _____

Email: _____

Attorney # (if any): _____

ENTERED: _____
Date

Judge

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	AGREED SETTLEMENT ORDER WITH STATUS DATE (DEFENDANTS WILL PAY & STAY)	<i>For Court Use Only</i> _____ Case Number
Instructions ▼ Directly above, enter the name of the county where the case was filed. Enter the full names of Plaintiff, Defendants, and the case number as listed on the <i>Eviction Complaint</i> .	<p>Plaintiff (For example, the landlord or owner):</p> _____ _____ _____ _____ v. <p>Defendants (For example, the tenants or occupants):</p> _____ _____ _____ _____ <input type="checkbox"/> Unknown Occupants <i>(Check the box for Unknown Occupants if it was checked on the Eviction Complaint.)</i>	

Notice to Defendants: All residential eviction actions filed between March 9, 2020 and March 31, 2022 must be sealed. If the file has not been sealed, alert the judge.

In 1, check the reason for your court date today.
In 2, check who went to your court date.

1. This case was in court for *(check all that apply)*:
 Trial Hearing on Motion Status Other: _____

2. People in Court *(check all that apply)*: Plaintiff Plaintiff's lawyer
 Defendants: _____

 Defendants' lawyer Other: _____

In 3, enter the total amount the parties agree is owed. Check 3a or 3b to show how the money will be paid back. Include any other agreed terms like method of payment, the address where payment will be sent, etc. in Section 8.

3. Defendants will pay Plaintiff the agreed amount of \$_____ for all past due rent, assessments, court costs, and other amounts due under the lease / condo declaration.
 Defendants will make payments according to the schedule below *(check a or b)*:
 a. \$_____ monthly every two weeks every week
 beginning on _____ *Date* and continuing until paid in full on: _____ *Date*
 b. The total amount on or before: _____ *Date*

In 5, enter the date and time the judge told you to come back to court.

4. Defendants are staying in the unit. They must make any payments listed above PLUS all future rent/assessment payments as they come due.

5. This case is continued to _____ at _____ a.m. p.m.
 in courtroom _____ to see whether defendants paid the amount listed above.

In 6, "with prejudice" means the case is over and the claims cannot be brought back to court.

6. If Defendants make all the payments listed in Section 3, this case will be dismissed with prejudice at the next court date and Defendants can stay in the property.

7. If Plaintiff proves that Defendants violated the terms of this *Agreed Order*, the court will enter (*check all that apply*):

In 7a, if you checked the second box, write in the number of days you agree on.

- a. an *Eviction Order* (if Defendants are still in the property). The *Eviction Order* can be enforced (*choose one*):
 - immediately (*meaning the sheriff can evict Defendants right away when the Eviction Order is entered*), OR
 - only after _____ days (*meaning the sheriff must wait that number of days after the Eviction Order is entered to evict Defendants*).

The amount in 7b does not have to be the same as what is in section 3.

- b. a money judgment against Defendants for the agreed amount of \$ _____
Amount
minus any payments made.

Complete 8 only if applicable.

8. Other agreed terms (*if applicable*): _____

In cases that have not yet been sealed, the parties may agree to seal the court file in a residential eviction action under: ([735 ILCS 5/9-121.5](#))
The parties' right to seal by agreement expires on August, 1, 2022.

- The parties agree to seal the court file. The clerk shall place the file under seal upon entry of this *Agreed Order*. (*Note: In some counties, the court may enter a separate sealing order.*)

All parties (or their lawyer) who agree to this *Agreed Order* should sign it.

Signed and agreed to,

Plaintiff (or lawyer)

Defendant (or lawyer)

Defendant (or lawyer)

Defendant (or lawyer)

Defendant (or lawyer)

On the left, enter the name and contact information of the person completing this *Agreed Order*. **DO NOT** complete the section on the right for Date and Judge.

Name: _____

ENTERED: _____

Address: _____

Date

Telephone #: _____

Email: _____

Attorney # (if any): _____

Judge

STATE OF ILLINOIS, CIRCUIT COURT _____ COUNTY	COMPLIANCE (FOLLOW-UP) ORDER IN EVICTION CASE	<i>For Court Use Only</i> _____ Case Number
Instructions ▼ Directly above, enter the name of the county where the case was filed. Enter the full names of Plaintiff, Defendants, and the case number as listed on the <i>Eviction Complaint</i> .	Plaintiff (For example, the landlord or owner): _____ _____ _____ v. Defendants (For example, the tenants or occupants): _____ _____ _____ <input type="checkbox"/> Unknown Occupants (Check the box for Unknown Occupants if it was checked in the Eviction Complaint.)	

NOTE: Use this Order only if Defendants have complied with an earlier agreed order such as the *Agreed Order in Eviction Case (Pay & Stay)* or *Agreed Order in Eviction Case (Defendants Agree to Move)*. If Defendants have not complied or there has been partial compliance, use the *Eviction Order, Judgment for Money Only in Eviction Case, or a continuance order* as needed.

In 1, enter the date of the earlier agreed order.

In 2, check all who are present at today's court date.

1. This case was in court for compliance of the agreed order entered on _____ .
Date
2. People in court (check all that apply): Plaintiff Plaintiff's Lawyer
 Defendants: _____
 Defendants' lawyer Other: _____
3. The Court finds Defendants have complied with the earlier agreed order.
4. This case is dismissed with prejudice.

In 4, "with prejudice" means the case is over and the claims cannot be brought back to court.

On the left, enter the name and contact information of the person completing this Order. **DO NOT** complete the section on the right for Date and Judge.

Name: _____ **ENTERED:** _____
Date

Address: _____

Telephone #: _____

Email: _____

Attorney # (if any): _____
Judge

Attending Court by Phone or Video: Questions and Tips for Court Users



How do I know if my court date is by phone or video rather than at the courthouse?

The court will notify you if your hearing is remote. You may be contacted by mail, email, text message, or phone so check all of your messages regularly.

Can I ask to appear for court by phone or video?

You can request to appear remotely by phone or video. Call the Clerk's office for information.

How do I attend a remote hearing?

The court will send you instructions on how to join your remote hearing by phone or video. If you still have questions, you can call the Clerk's office.

Will it cost me money to attend remotely?

There are many free options for appearing remotely. If cost is a concern, you can ask the court to use a free service or ask for a fee waiver.

Can I reschedule my remote hearing?

You must contact the Clerk's office ahead of time if you cannot attend your scheduled remote hearing.

What if I don't have a computer or phone?

If you do not have a computer, you can ask to appear by phone. If you do not have a phone, ask the Clerk what other options are available.

Can I still get an interpreter or disability accommodation for a remote hearing?

Yes, the court should provide the same services they would provide at an in-person hearing. Contact the Clerk's office to let them know you need help.

What should I expect during the hearing?

- You may be placed on hold or in a "waiting room" before the hearing starts.
- If you are appearing by video, set your screen name to appear as First Name Last Name.
- Introduce yourself when the hearing starts.
- Your hearing is live, and everyone can hear what you say. It may even be recorded by the court or viewable by the public.
- You should ask what will happen next in your case and how to get a copy of the court order.

Getting Ready for Your Remote Hearing



Check your Internet or phone connection.



Download the program the court tells you to use (for example, Zoom or Skype). Practice until you feel comfortable using it.



Charge your computer or mobile device. Make sure your phone has enough minutes.



Use earbuds or headphone if you can. This makes it easier to hear you speak.



Check with the court ahead of time if you have evidence to share (including documents and photos) or witnesses to call.



If you communicate directly with the judge (not the clerk), you are required to also include the other party in your messages.



Use an empty, quiet place where no one will interrupt you and with no background noise.



Set the camera at eye level. If using a phone, prop it up so your hands are free.



Pause before speaking in case there is any audio/video lag. Mute yourself when not speaking to improve sound quality. Let the judge know immediately if you cannot hear what is being said.



Even if you are at home, remember that a remote hearing is still an official court hearing and you should dress and behave appropriately.

If you have any questions, reach out to the Clerk's office as soon as possible. If you wait until right before your hearing, it may be too late to get help.





How to Use Zoom for Court

Sixteenth Judicial Circuit

What will I need to attend Court using Zoom?

You will need a **desktop computer, laptop, smartphone or tablet that are equipped with a camera and microphone and a stable internet connection**. If you do not have access to those devices, see the **Call-In Options** section.

First Step: Install Zoom for Free

- For **smartphones** and **tablets**, install Zoom from the Play Store or App Store.
- For your **desktop computer, laptop or notebook** device with webcam and microphone, please visit www.zoom.us and follow the instructions to download the app.

Second Step: Create an Account

Create a Zoom account by going to Zoom.us, click, "**sign up, it's free**," and follow the prompts from there. You will need to use your email address and create a password. You only need to do this one time; this is the account you will use each time you enter a Zoom virtual hearing.

You should test audio and video at least 24 hours before the conference. This can be done in the "**Preferences**" or "**Settings**" window of the program. Test the program to be sure you have a strong Wi-Fi connection. If your signal strength is too weak this may impact your ability to participate in the virtual hearing. If you are unable to participate by video, see the section titled "**Call-In Options**."

Third Step: Join the Zoom Call

Be sure to join the Zoom call 15 minutes before the start time

To join, you will need to access the Zoom remote court session information found at <https://www.illinois16thjudicialcircuit.org>.

1. Click on the **LIVESTREAMING** icon in the center of the page or "**Attend a Remote Court Hearing**" below it, locate your assigned courtroom and click on the link "**Join Hearing**."
2. A Meeting URL link to the hearing is provided. Click on the link, your Zoom app will open, and a screen should load showing your face. After you see this screen, click "**Join with Video**."
3. The name you choose for yourself will be shown on the screen during the call. **You must use your full name as it appears in your case AND your case number so you can be identified.** If you fail to do so, you may not be admitted into the proceeding from the Waiting Room.
4. Once these above steps have been completed, you will have joined the Zoom session and be placed into the Zoom **Waiting Room**. (When in the Waiting Room, you cannot hear or see the court proceedings.)
5. When the court is ready to hear your case, you will be given entry into the Zoom meeting from the Waiting Room.
6. A message box will then appear asking you to "**Join with Computer Audio**," or "**Join with Internet Audio**." Making your selection will allow you to hear the meeting and speak through your device.

Call-In Options

If you do not have internet access and are unable to join using a computer, laptop, smartphone or tablet you may join the hearing by **calling in**. While you will not be able to see the other participants, and they will not be able to see you, you will still be able to hear each other. You may need to ask a family member or friend with an internet connection to find the below information for you.

The number to call to join the hearing on your scheduled date and time can be found on the 16th Judicial Circuit website <https://www.illinois16thjudicialcircuit.org>.

1. Click on the **LIVESTREAMING** icon in the center of the page or “**Attend a Remote Court Hearing**” below it, locate your assigned courtroom and click on the link “**Join Hearing.**”
2. Under **Schedule**, there is a **Meeting ID** and **Password** listed, as well as a **Phone Only number**. When you call the **Phone Only number**, you will be prompted to enter the Meeting ID and Password.
3. You will join the meeting on mute. To **unmute** yourself when dialing in by phone, you will have to press *6. You should remain on mute except when it is your turn to speak. Please identify yourself when it is your turn to speak, please speak clearly and loudly so that everyone can hear you.

Tips

- Do not join the Zoom meeting while in a moving vehicle. Internet connectivity may affect your Zoom connection.
- You may join the Zoom court session if you join before the host is ready to start the session. **Please do not leave the meeting**; once the host begins the session, you will be placed into the Waiting Room.
- Join the Zoom Court Session 15 minutes before the scheduled time. If you arrive late, you will end up waiting longer in the Waiting Room.
- When you are admitted from the Waiting Room, you should mute yourself by clicking on the microphone icon. **If there is a red line through the microphone you are muted and cannot be heard by the people in the meeting.** When it is your turn to speak, you will need to unmute yourself by clicking the microphone.
- If you have not previously clicked on the “**Join by Video**” button, you may click on “**Start Video**” after joining the meeting so that others can see you. If the “**Start Video**” icon on the bottom left corner has a red line through it, that means that no one else can see you.

Behave as You Would in a Courtroom

- You should be appropriately dressed if appearing by video for a virtual hearing.
- Be aware of your background (area behind you). Make sure it is appropriate; it will be seen by the Judge and other people attending the hearing. Make sure you are not sitting directly in front of or behind a window, because the light or reflection can affect the video.
- Choose a quiet place to participate in the hearing. Cell phones should be muted, doors to rooms closed and disruptions minimized.
- You should remain on mute until it is your time to speak. Do not speak over anyone and do not interrupt anyone. Use appropriate language as you would in a courtroom.

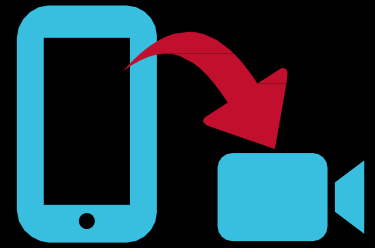
- If there is a court reporter or language interpreter present, be aware that he or she may interrupt from time to time to clarify who is speaking.
- If you do not follow the Court's rules, you may be removed from the Court hearing, and the Judge can impose a fine or other punishment.
- **Recording/Photographs/Reproduction: Any video recording, audio recording, photographing, taking screenshots, and/or reproducing of the livestream is strictly prohibited.** The recording, publishing, broadcasting or other copying or transmission of courtroom proceedings by video, audio, still photography or any other means is strictly prohibited by Illinois Supreme Court Rule 68(A)(8) and is subject to the penalties for contempt of court. Observers should keep their video off and sound on mute.

Other Zoom Features

- **Breakout Room:** If two or more participants need to have a private conversation, the Judge can send them into their own meeting and then bring them back into the hearing when the conversation is over.
- **Share Screen:** This feature can be used to share documents that you have on your computer. The ability to present documents will depend on the courtroom. If a document needs to be shared with the participants, be prepared to show a PDF version from your computer with the "**Share Screen**" feature or in any other manner in which that court deems appropriate (i.e. Dropbox). The Host will be the only one to assign participants to share screen.
- **Chat Room:** This feature can also be used to send documents or messages. Some courtrooms may allow the chat rooms. However, you may not have a private chat with the judge at any time. If anyone uses the chat to have an ex parte communication (private chat) with the Judge, the Judge will let everyone know, and that person may be removed from the proceeding.
- **Interpretation:** An interpreter can join the Zoom meeting.

ZOOM FROM YOUR PHONE

How to use Zoom on your smart phone
for your remote court hearing



1

GO TO YOUR APP STORE

On iPhones, it is called the App Store. On Androids, it is called Google Play.



2

DOWNLOAD THE ZOOM APP

Search for the Zoom Cloud Meetings app in the search bar and download the FREE app called "ZOOM Cloud Meetings," and create a Zoom account.



ZOOM Cloud Meetings
Meet Happy
★★★★★ 965K



3

GO TO THE 16TH JUDICIAL CIRCUIT WEBSITE

Go to your search engine (not in the Zoom app) and enter the URL for the Court's website: <https://www.illinois16thjudicialcircuit.org>. Click on the LIVESTREAMING icon to attend your remote court hearing.



4

ACCEPT THE CONFIRM AGREEMENT

Click on "Agree." You may need to scroll around inside the pop up window to see the Agree button.

Please read the [YouTube Privacy Policy](#), and [Terms of Service to continue](#).

Kane County Government does not collect user information related to YouTube.

You will have reduced functionality if you decline.

5

FIND COURT ROOM OR JUDGE

Once you find your Court Room or Judge, click on the "Join Hearing" link on the same line.

Court Room	Division	Judge	Court Call	Meeting Information
001	Family	Varied	Court Call	Join Hearing
005	Special Assignment	Hon. Michael Noland	Court Call	Join Hearing
101	Family	Hon. Julia Yetter	Court Call	Join Hearing
110	Civil	Hon. John A Noverini	Court Call	Join Hearing
111	Family	Hon. William Parkhurst	Court Call	Join Hearing

6

CLICK ON THE MEETING URL

The Zoom app will open and you will see your face.

101 SCHEDULE

Judge: Hon. Julia Yetter
Session Time: Monday through Friday: 9:00 a.m. to 12:00 p.m. and 1:30 p.m. to 4:30 p.m. sessions are remote only.
Meeting ID: 988 0113 2835
Password: 417730
Phone Only: (312) 626-6799
Meeting URL: <https://zoom.us/j/98801132835?pwd=T3FHQlM2cmFROFg3a2dwRXBaZjNk>
Phone One-Tap: +13126266799,,98801132835#,,,,,0#,,417730#

7

CLICK "JOIN WITH VIDEO"

You will be automatically asked to connect to video. If you are not asked, look for the camera symbol and click "Start Video."

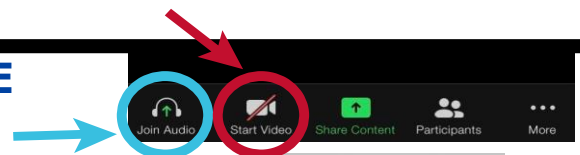
Join with Video

8

CLICK "JOIN AUDIO" AND CHOOSE "CALL OVER INTERNET"

You will be automatically asked to connect to audio. If you are not asked, look for the headphones symbol, click "Join Audio," and select "Call Over Internet."

You are now ready for your Zoom Hearing. You may need to wait your turn.



To hear others
please join audio

Call Over Internet

Dial in

Cancel

ZOOM FROM YOUR COMPUTER

How to use Zoom on your computer or laptop (with a webcam) for your remote court hearing



1

GO TO zoom.us/join

If the court gave you a link, click the link and follow the instructions.



2

TYPE YOUR INFORMATION AND CLICK "JOIN"

Type in the Meeting ID Number the court gives you in the box labeled **A** and click "Join."

Join a Meeting

3

CLICK "OPEN ZOOM MEETINGS"

If you don't have Zoom installed on your computer, click on "download and run Zoom" and open the .exe file to install Zoom.

4

TYPE YOUR INFORMATION AND CLICK "JOIN MEETING"

Type in the Meeting ID Number the court gives you in the box labeled **B**. Type in your full name in the box labeled **C**.

5

TYPE THE ZOOM MEETING PASSWORD

Type in the Zoom Meeting Password the court gives you in the box labeled **D** and click "Join Meeting."

6

CLICK "JOIN WITH VIDEO"

You will see a video preview before you join with video. If you do not want to appear with video, click "Join without Video."

7

CLICK "JOIN WITH COMPUTER AUDIO"

You can test your speaker and Microphone by click the words under "Join with Computer Audio."

Getting Ready for Your Remote Hearing:

- Check your internet or phone connection.
- Charge your computer or phone. Make sure you have enough minutes.
- Use earbuds or headphones if you can. This makes it easier to hear you speak.
- Look for the microphone symbol to mute and un-mute yourself.
- Keep yourself on mute when your case is not before the judge.
- Use an empty, quiet space where no one will interrupt you and with no background noise.
- Set the camera at eye level. If using a phone, prop it up so your hands are free.
- Pause before speaking in case there is audio/video lag.
- Even if you are at home, remember that a remote hearing is still an official court hearing and you should dress and behave appropriately.