

**ILLINOIS DEPARTMENT OF FINANCIAL AND  
PROFESSIONAL REGULATION**

**STANDING ORDER REGARDING REMOTE TELEPHONE ATTENDANCE  
AT STATUS AND PRELIMINARY HEARINGS**

In recognition of the Governor's Restore Illinois plan and in order to address the concerns involving COVID-19, beginning June 1, 2020, the Department's status and preliminary hearings will be conducted by telephone.

**PROCESS AND NOTICE**

1. A telephone call-in number and access code (telephone conference) for each scheduled status and preliminary hearing will be provided by the system administrator.
2. Three business days prior to the scheduled status or preliminary hearing the call-in number and access code will be emailed to each attorney of record and each self-represented individual. Effective August 10, 2020, these email reminder notices will no longer be sent, as call-in number and access code information has been provided on scheduling orders issued since June 1, 2020.
3. Nothing in this Order shall be construed as modifying any statutory or rule provision requiring a party to know her or his hearing date(s) after a Notice of Preliminary Hearing is given.
4. Cases scheduled for status or preliminary hearing will be posted on the Department's website on a weekly basis.

**ATTENDANCE PROCEDURE**

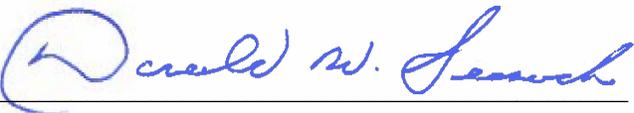
5. Only attorneys of record and self-represented individuals may participate by telephone conference unless otherwise permitted by the Court.
6. It is the responsibility of the person attending remotely to access the conference no later than five (5) minutes prior at any scheduled hearing, and to check in with the system administrator. Participants may be placed on "hold" until their case is called by the Court. Participants shall be immediately available when the case is called.

7. Participants attending by telephone shall state their name each time they speak, spell it the first time they speak and shall participate with the same degree of courtesy and courtroom etiquette as is required when being physically present.
8. Participants attending by telephone shall state the email address at which they can receive a call-in number and access code for further hearings.
9. To promote efficiency, persons attending by telephone shall be in a quiet, private location.
10. Status and preliminary hearing telephone conferences are not for argument on pending motions or for evidentiary hearings.
11. If a person fails to respond when the matter is called, the court may treat the failure to respond as a failure to appear.
12. If a telephone connection is dropped during the course of the hearing, it is the responsibility of the party to renew telephone contact with the system administrator immediately.

SUSPENSION OF TELEPHONE ATTENDANCE

13. The Court reserves the right to order an attorney or self-represented individual to personally appear at the hearing location.
14. The Court reserves the right to suspend any person's ability to attend remotely and to bar any telephone conference in any case.

Dated: July 22, 2020

By: 

Donald W. Seasock  
Chief Administrative Law Judge