



## **SUPERIOR COURT OF LAKE COUNTY**

COUNTY DIVISION, ROOM THREE

JUDGE JULIE N. CANTRELL

(219) 755-3600 FAX (219) 755-3606

Due to COVID-19 / Coronavirus public health emergency, Lake Superior Court, County Division 3, will be holding remote hearings on as many cases as possible. If you have an upcoming hearing in court, you may attend remotely, using a video-conferencing app on your phone, tablet, or computer. We are encouraging all attorneys and litigants to participate to limit the number of people in the Lake County Government Center and courtroom.

To appear remotely, you must notify the Court as soon as possible at the following email address [LC\\_Division3@lakecountyin.org](mailto:LC_Division3@lakecountyin.org). You must include your email address, telephone number, current address and your cause number (i.e. 45D09-2005-CM-00001). You will then be sent an invitation to appear remotely through [zoom.us](https://zoom.us). If you are scheduled for court in the morning you must be available to appear between 8:30 a.m. and 12:00 p.m. on the day of court. If your hearing is set in the afternoon you must be available to appear between 1:00 p.m. and 4:00 p.m. on the day of court. If you request to appear remotely and you are not available when the Court contacts you, the proceedings may proceed without your participation. This may result in a failure to appear for criminal matters and a default, dismissal, or other adverse consequences against you for civil matters. If you have questions about your hearing, you can always look up your case on [mycase.in.gov](http://mycase.in.gov) or contact the court directly. The Indiana Office of Judicial Administration has also put together information and helpful tips for attending remote court hearings at the following website [www.in.gov/judiciary/files/remote-hearings-tips.pdf](http://www.in.gov/judiciary/files/remote-hearings-tips.pdf)

If you are appearing remotely for a bench trial, especially a civil trial, all evidence, exhibits, photographs must be submitted to the clerk's office prior to your trial date. They will be downloaded into the court's odyssey case management system and viewed online. Please be advised, glossy photographs do not scan well. A flash drive or compact disc may be a better alternative. Also, please limit the number of pictures and only send what is essential to your case.

Finally, please note that Rule 2.17 of the Indiana Code of Judicial Conduct, entitled, "Prohibiting Broadcasting of Proceedings," provides that judges must prohibit the recording of Court proceedings. Accordingly, everyone who in any way participates in, sees, or hears the Court proceedings is now ordered that they shall not record the proceedings in any way. Violations of this rule and Order shall be punishable by Contempt of Court.