

Phone call to Circuit Clerk's Office for a case in Family Division  
Caller is requesting to have a case noticed before the court for presentation of a motion or petition, or court management

Courtroom 101

Courtrooms 111, 113, 201, 211

Are both sides represented by counsel?

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YES

NO

YES

NO

**DO NOT SCHEDULE UNLESS AN EMERGENCY -**  
in all other cases Instruct attorneys to contact Judge Yetter via email to schedule remote appearance

Are both sides self-represented?

YES

NO

Schedule case on In Person Calendar:  
Tuesday/Thursday at 1:30 or 3:30 p.m.

Schedule case on In Person Calendar:  
Monday/Wednesday/Friday at 9:00 or 10:30 a.m.

Schedule case on the Court's A.M. Remote Court Calendar:  
9:00, 9:30, 10:00, 10:30 a.m.  
Instruct caller to email Family Court Information Sheet to [CICFamilyRemoteOrders@co.kane.il.us](mailto:CICFamilyRemoteOrders@co.kane.il.us) by the end of business day

Are both sides agreeing and able to appear via Zoom?

YES

NO or UNKNOWN

Schedule case on Court's A.M. Remote Court Calendar  
Instruct caller to email Family Court Information Sheet to [CICFamilyRemoteOrders@co.kane.il.us](mailto:CICFamilyRemoteOrders@co.kane.il.us) by the end of business day

Are both sides self-represented?

YES

NO

Schedule case on In Person Calendar at 9:00 a.m.

Schedule case on In Person Calendar at 10:00 or 11:00 a.m.