

## ZOOM APPEARANCES

Commissioner James Baxter. Dept. B1

ABSENT PRIOR COURT APPROVAL ZOOM APPEARANCES ARE NOT PERMITTED FOR SETTLEMENT CONFERENCES, TRIAL, OR CONTESTED EVIDENTIARY HEARINGS.

1. **Advance Request and Court Order:** Timely request to appear virtually and prior court approval is required before a party, attorney or witness may appear virtually. In making the request, attorneys and self-represented litigants are required to use the Judicial Council forms (RA-010, RA-015, and RA-020).
2. **Sufficient Technology:** Anyone appearing using Zoom is affirming that they possess and will use sufficient technology and connectivity to allow them properly and safely attend a court hearing. This means that you are using a computer capable of running the software; you have a reliable connection sufficient to support a video connection; and you have a microphone and camera.
3. **Advance Login:** Parties must log on to Zoom at least 15 minutes in advance of the scheduled hearing time. Unlike CourtCall, there is no dedicated attendant available to handle a late login. The Zoom link will be locked approximately 5 minutes before the hearings begin, and you will not be allowed into the Zoom meeting. This means that for the 8:30 calendar the link will be locked approximately 8:25, for the 10:30 calendar the link will be locked approximately 10:25 and the 1:30 calendar link will be locked approximately 1:25. Failure to log in timely will be considered a non-appearance.
4. **Identification:** Parties will use a Zoom login that reflects the name of the person appearing. (Do not log in with a “handle” or phone number). The Judicial Assistant may change your login to reflect case calendar information. Prior to the start of the hearing, the parties appearing by Zoom will provide, via the chat box feature, the name of the party appearing and the case name relevant to the appearance, if any. Attorneys will also provide their Bar Number and name of the client being represented.
5. **Etiquette:** Parties using Zoom must have their camera on once their case is called and be in proper courtroom attire. Similarly, parties must make sure that their backgrounds are appropriate for a court setting. The parties must also remain on mute except when their matter is called. Importantly, general courtroom etiquette applies to Zoom appearances. The Court reserves the right to terminate the connection for any reason and it reserves the right to escort a party out of the courtroom.

6. **Waiver of Review:** Parties who choose to appear remotely understand that technology has limitations. While the court will try to accommodate questions about documents and other items produced in person at hearing, remote participants are waiving the right to inspect such documents and other items. A continuance may not be granted solely on the ground they are not able to view certain documents or pleadings.
7. Where allowed, in evidentiary hearing, Party appearing remotely must have filed and served any documents it intends to introduce at the time of the hearing 10 days prior to hearing. Party Requesting waives the ability to view documents introduced by the other party at the time of the hearing.
8. Remote appearances are not permitted in contempt.
9. All electronic appearances will be via Zoom.
10. If the party does not check in or respond when their case is called, it will proceed by default.