

JUDGE MICHELLE GILLEECE
DEPARTMENT F-4

REMOTE APPEARANCE ORDERS

Appearances and Testimony:

California Rule of Court 3.672 governs remote proceedings. The following additional procedures apply to remote proceedings in Department F-4:

The moving party shall contact the department directly at least 3 court days prior to the first day of trial or evidentiary hearing to confirm the appearance. The Court Attendant or Judicial Assistant can be reached at 909-320-5026.

All persons appearing remotely for a trial or evidentiary hearing shall appear with video and audio throughout their testimony.

The witness or party shall be alone in a private room with a door that closes, free from distractions and background noise. Witnesses are not authorized to appear from a vehicle or a public location such as a café or a park.

The witness or party shall be seated at a table, desk or other suitable location and shall conduct themselves as they would if physically present in the courtroom, including appropriate dress, language and decorum.

Audio/Visual requirements:

- Stable internet or wireless connection
- Sufficient lighting
- External speakers or a headset with an attached microphone
- An audio visual device that is fixed in place (e.g. an ipad/tablet in a stand placed on a table, a desktop computer with a webcam)

See also <https://support.zoom.us/hc/en-us/sections/4415056814989-SystemRequirements>

Exhibits:

The Court does not provide laptops or other equipment for parties, counsel or witnesses. Attorneys or parties appearing in pro per shall provide their own devices for use in the courtroom. Counsel shall ensure all relevant exhibits are available in electronic format and shareable via screen share from the courtroom on the day the witness will testify.

If the witnesses, party or counsel cannot verify that they meet these

requirements the Court may order the witness, party or other participant to appear in person.

Pursuant to California Rules of Court, Rule 2.956(b)(4), please take notice that the services of an official court reporter will not be available in Department F-4 during a hearing on law and motion or other nontrial matters. For all other matters, the Court's policies as to the provision of court reporters can be found on the Court's website at <https://www.sb-court.org/general-information/court-reporters>.