

ZOOM APPEARANCES

Judge Joseph Ortiz, Dept. S-17

ATTENTION: As of January 9, 2023, the court no longer provides an official Court Reporter to transcribe proceedings. Parties who wish to have a transcript must retain their own private reporter and must submit a “Stipulation and Order to Use Certified Shorthand Reporter.” Please contact the Department if you need this form. Prior to the hearing, you can email the completed Stipulation to Department S-17 at jgarcez@sb-court.org. Parties who do not retain their own reporter have waived the right to one.

Except for settlement conferences, trial, or contested evidentiary hearings, Department S-17 allows remote appearances via CourtCall (888-882-6878 or www.courtcall.com) or by ZOOM video. ZOOM appearances are subject to these guidelines:

1. **Sufficient Technology:** Parties using ZOOM in Department S-17 are affirming that they possess and will use sufficient technology and connectivity to allow them to properly and safely attend a court hearing. This means 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. Generally speaking, a mobile phone is not appropriate for an appearance.
2. **Advanced Login:** Parties *must* log on to ZOOM at least 15 minutes in advance of the scheduled hearing time. Unlike CourtCall, there is no dedicated attendance available to handle a late login. The ZOOM link will be locked approximately ten minutes before the hearings begin, and you will not be allowed in to the ZOOM meeting.
3. **Identification:** Parties will use a ZOOM login that reflects the name of the person appearing. (Please do not log in with a “handle” or phone number). The Court Attendant may change your login to reflect case calendar information. Prior to the start of the hearings, 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. Provisionally licensed attorneys must identify themselves as such and identify their supervising attorney.
4. **Etiquette:** Parties using ZOOM should have their cameras on once their case is called and be in proper court room 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 court room etiquette applies to ZOOM appearances. The Court reserves the right to terminate the connection for any reason it might escort a party out of the court room. (E.g., profane or sexually charged comments or materials, improper attire, etc.)
5. **Waiver of Review:** Parties who choose to appear remotely understand that the technology has limitations. While the court will try to accommodate questions about documents and other items produced in person at the hearing, remote participants are *waiving* the right to inspect such documents and other items.