

## **ZOOM APPEARANCES**

Judge Carlos M. Cabrera, Dept. S24

Advance request and court order: Timely request to appear virtually and prior court approval is required before a party or witness may appear virtually **for trial**. In making the request, attorneys and self-represented litigants are required to use the Judicial Council forms (RA-010, RA-015, and RA-020).

Sufficient Technology: Anyone appearing using Zoom is affirming that they possess and will use sufficient technology and connectivity to allow them to 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 (if needed); and you have a microphone and a camera (if needed).

Advance login: Parties must log on to Zoom at least **15 minutes in advance** of the schedule 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 9:00 am calendar the link will be locked approximately 8:55. **Failure to log in timely will be considered a non-appearance.**

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. Provisionally licensed attorneys must identify themselves as such and identify their supervising attorney.

Etiquette: Parties using Zoom, to make an “in person” virtual appearance, 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. Parties using Zoom to appear via telephonic means do not have to have their camera on once case is called. 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.

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 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.