

ZOOM APPEARANCES

Judge Khymberli S. Apaloo, Dept. S25

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 S25 at sneubauer@sb-court.org. Parties who do not retain their own reporter have waived the right to one.

Except for settlement conferences, trial readiness conferences, trial, or contested evidentiary hearings, minor’s compromise, debtor exams, Department S25 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 S25 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.
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 attendant available to handle a late login and you will not be allowed in to the ZOOM meeting until after the calendar finishes. Your failure to appear will be noted, and the Court will likely set an OSC re: Sanctions for failure to appear.
3. **Identification:** Parties will use a ZOOM login that reflects the name of the person appearing. Please do not log in with the client’s name, a “handle,” or a phone number. The Assistant may change your login to reflect case calendar information. 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. Parties must make sure that their backgrounds are appropriate for a court setting. **The Court does not allow the use of ZOOM while operating a moving vehicle;** should the Court form a reasonable belief that the remote participant is operating a moving vehicle or otherwise distracted, the Court will terminate the connection. 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.
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.**