

# ZOOM APPEARANCES

Judge Tom Garza, Dept. S-27

**ATTENTION:** As of December 11, 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." This form can be obtained on the court website under Court Reporters ([Court Reporters | Superior Court of California \(sb-court.org\)](#)). Prior to the hearing, you can submit the completed Stipulation to Department S-27. Parties who do not retain their own reporter have waived the right to one.

Department S-27 allows remote appearances via CourtCall (888-882-6878 or [www.courtcall.com](http://www.courtcall.com)) or by ZOOM. All CourtCall reservations must be made no later than 3:00 PM the day before the hearing.

ZOOM appearances are subject to these guidelines:

1. Participants must be **checked-in 15 minutes prior** to hearing time. Late check-in will not be permitted.
2. Participants must use their name (first and last) for their Zoom login as it will be used for the Minute Order. **DO NOT** use your phone number or email address.
3. Participants must mute their microphones until their case is called.
4. No remote appearances permitted for evidentiary hearings, Default prove up hearings, Claim of exemptions, Minors Compromise or trials without prior permission from the Court.
5. Courtroom etiquette applies to zoom appearance.