

Solano County Superior Court, Department 10

Guidelines for Court Hearings on Zoom

ZOOM IS NOT PERMITTED FOR MANDATORY SETTLEMENT CONFERENCES, TRIAL MANAGEMENT CONFERENCES, TRIALS, OR ANY HEARING IN WHICH AN IN-PERSON APPEARANCE HAS BEEN ORDERED

THINGS YOU WILL NEED

- You will need a computer, smart phone, or tablet with a microphone, camera, and Internet access to attend the Zoom video hearing.
- The Zoom hearing may be accessed by phone but you will not be able to see other participants.
- Zoom works best if you download the Zoom app. It is also accessible through the Zoom website.
- Have adequate lighting and sound so the judge can clearly see and hear you.
- Test Zoom well before the hearing. **Ensure your video and sound are turned on in your Zoom settings.**

GETTING THE ZOOM LINK

- The Court will not send an email invitation. It is your responsibility to obtain the Zoom meeting information.
- Further instructions for accessing Zoom proceedings are located on the Court's website.

ON THE DAY OF THE HEARING

BEFORE YOUR HEARING:

- Dress as though you are appearing in court. **You are.**
- Be sure to sign on at least 10 minutes early to allow for resolution of any Internet, video, or audio issues.
- Include your first and last name on your Zoom profile.
- You will be in a waiting room when you first join the hearing. The courtroom clerk will admit you to the Zoom meeting at the appropriate time.
- You will be placed on mute when you enter the hearing.
- After the courtroom clerk has checked you in, turn your video off. Keep it off until your case is called.

- Observers shall be placed and shall remain on mute.
- **Do not send chat messages directly to the judge.** If you need to communicate with the court, please send a message to the courtroom clerk.

DURING YOUR HEARING:

- Unless your case or hearing is confidential, it is a public proceeding. Others will hear what is said.
- The judge will call the case and address each party individually to enter their appearance.
- Remain on mute until the judge directs you to unmute and address the court. Do not interrupt the court or other speakers.
- Avoid background noise and other unnecessary interruptions during your hearing.
- Do not eat or drink during your hearing.
- Do not drive a vehicle during your hearing.
- Do not refer to any notes or documents that would not be allowed in the courtroom during your testimony. If the court asks, you must fully and truthfully tell the court about such notes or documents and must immediately give copies of them to the court and all other parties.
- **While on Zoom, act as you would in court...because you are.**

AFTER YOUR HEARING:

- Once your hearing is done, you may log off Zoom unless the court asks you to stay online.

OTHER THINGS TO KNOW

- Children should not be present for court hearings unless their presence is required by law. Please make appropriate child care arrangements prior to your hearing.
- **NO ONE ATTENDING THE ZOOM HEARING MAY RECORD, PHOTOGRAPH, OR TAKE SCREEN SHOTS OF THE PROCEEDINGS IN ANY FORM.**