

## Solano County Superior Court, Department 4

# Zoom Remote Appearance Guidelines

### ADVANCE PREPARATION

- 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.
- You may attempt to phone into the Zoom hearing if you have technical difficulties.
- Zoom works best if you download the Zoom app. It is also accessible through the Zoom website.
- Include your first and last name on your Zoom profile.
- Provide adequate lighting and sound so the judge can clearly see and hear you.
- Be sure to test Zoom well before the hearing.

### SCHEDULING

- Further instructions for accessing Zoom proceedings are located on the Court's website. Please see Local Rule 19.1, Civil Remote Appearances.
- If you have made a request to appear remotely that has been denied, you must appear in person and not via Zoom.
- Zoom appearances for trial or any evidentiary hearing must be approved by the judge after notice to all parties. They are allowed only on a case by case basis as determined by the judge.

### THE HEARING

- You will be in a waiting room when you first join the hearing, and will be admitted to the courtroom from there. This may take some time if other cases are called first. Do not disconnect.
- The Court will serve as the meeting "Host."
- Unless confidential, this is a public proceeding.
- Ensure your video and sound are turned on in your Zoom settings.
- Observers shall be placed and remain on mute.
- Only one person may speak at a time.
- The judge will call the case and address each party individually to enter their appearance.
- Before initially speaking, participants are required

to announce their name.

- If any remote appearance proves to be distracting, unworkable or makes management of the hearing unduly difficult, the court may continue the hearing and require an in-person appearance.

### ATTENDEE RESPONSIBILITIES

- Dress as though you are appearing in Court.
- There are to be no distractions during the hearing including background noise and other unnecessary interruptions. Participants should refrain from eating, drinking and generally must conduct themselves as if they are in court...because they are.
- Participants are prohibited from recording, photographing or taking screen shots of proceedings.

### REMOTE TESTIMONY AND EXHIBITS

- Documents and/or exhibits that are to be offered in evidence during a Zoom evidentiary hearing or trial must be pre-marked, submitted to the Court, and properly served upon the other party, 3 days before the scheduled hearing. They cannot be presented remotely.
- If a witness testifies remotely, it is the responsibility of the party calling that witness to ensure that he or she has copies of any pre-marked exhibits about which he or she will be questioned on direct examination. If a party intends to impeach a witness with documents or exhibits that are not pre-marked, it is the responsibility of that party to have the means at hand to contemporaneously transmit any such documents to the witness during examination.
- If a witness exclusion order has been made, non-testifying witnesses other than a party must remain in the waiting room.

### OBJECTIONS TO REMOTE APPEARANCES

- Objections to remote appearances or testimony may be made pursuant to Rule 3.672 of the California Rules of Court using mandatory Form RA-015.