



# SUPERIOR COURT OF CALIFORNIA, COUNTY OF VENTURA

HALL OF JUSTICE  
800 South Victoria Avenue  
Ventura, CA 93009

## HOW TO PREPARE FOR YOUR REMOTE FAMILY LAW ZOOM COURT APPEARANCE

### PREPARE YOUR EQUIPMENT

- To appear by video, you need a device with a microphone, camera and Internet connection.
  - o Download the Zoom app if you are using a smartphone or tablet from the App/Play store.
  - o Download Zoom Client if you are using a desktop or laptop computer. Go to: [www.zoom.us/download](http://www.zoom.us/download)
- Use the Test Meeting feature to make sure you can login and that your equipment works: <https://zoom.us/test>
- Be sure that your device is fully charged and / or plugged in.
- Mute all sounds from other applications on your device (notifications, emails, messages, etc.).

### CONDUCT

- Conduct yourself as if you were appearing in person:
  - o Dress appropriately.
  - o Keep your device on mute until it is your turn to speak.
  - o Be courteous. Do not interrupt or speak over others.
  - o Use appropriate language.
  - o Be aware that interpreters or court reporters may interrupt for clarification.
  - o Pay attention to the proceedings and follow the directions of the judge.
- You may not have another person present to advise you or give you any directions during the proceeding other than your attorney. You may appear from your attorney's office at the discretion of your attorney.

### SELECT AN APPROPRIATE LOCATION

- Make sure you have a quiet place where you will not be interrupted or distracted during the hearing. Arrange child care if necessary.
- Silence all other devices such as TV, phone, etc.
- Be aware of your background. Position yourself in front of a blank, neutral wall, if possible.
- Avoid sitting in front of a window, with a window behind you, or with bright overhead lights. [Performing the zoom test in advance will help you find a good location]
- DO NOT attempt to participate while traveling in a vehicle.

### IMPORTANT – FOR THE HEARING

Rename your device before signing in so you may be identified as a participant, preferably by the name on the court case, i.e. John Brown, not John's iphone.

You must file and serve all documents timely **BEFORE YOUR HEARING**. You will not be able to present any additional documents including pictures, letters, declarations, or other exhibits at the time of the hearing. [If you need help with knowing when to file, contact the self-help centers or an attorney.]

You should have a copy of everything you and the other side has filed with you for your video appearance.

### YOU MAY NOT RECORD ANY COURT PROCEEDING

Any recording of the court proceeding held by video or teleconference, including screen shots or any other form of audio or visual recording, is strictly prohibited.

### ASSISTANCE

If you need assistance regarding technical support for the Zoom hearing, contact the Zoom Help Center at <https://support.zoom.us/hc/en-us> or other on-line services. The court will not provide technical support.

Zoom tutorials may be found at <https://support.zoom.us>.