

NOTICE:
FAMILY LAW

**AS OF JANUARY 4, 2021, ALL REQUEST FOR ORDER APPEARANCES ARE BY VIDEO 'ZOOM'*
YOU MUST GIVE THIS NOTICE TO THE OTHER PARTY ALONG WITH THE PAPERS YOU HAVE
FILED TO GET YOUR COURT DATE FOR YOUR REQUEST FOR ORDERS (RFO)**

AT LEAST TWO HOURS BEFORE YOUR HEARING:

- Download the Zoom app for your smartphone or tablet from the App/Play store.
- For computers or laptops, go to www.zoom.us/download
- Use the Test Meeting feature in advance of your hearing date.
- Find a place where you won't be interrupted during the hearing.
- Arrange for child-care for your hearing, if you have children present.

Zoom help can be found at:

<https://support.zoom.us>

More information can be found on the court's website at

www.ventura.courts.ca.gov.

15 MINUTES BEFORE YOUR HEARING:

- Log into the Zoom meeting for your courtroom:

	Ctrm	Meeting number	Passcode
	31	894 8301 0889	869701
	32	852 3130 1962	711993
	33	822 1010 4985	397149
	34*	850 8936 9896	709993
	35	879 4514 6556	824401

***FOR DCSS cases in courtroom 34 use #97063421315 and passcode 859648**

- **Rename your device so you can be recognized, i.e. John Brown, NOT John's iphone.**
- You may have to wait several minutes to be checked in by the courtroom clerk. After being checked in, **please mute your audio** while you wait for your case to be called.

DO NOT GIVE OUT THE ZOOM ADDRESS TO ANYONE. Only the party / attorney will be allowed into the Zoom meeting.

Non-parties may listen on the court's streaming audio at

www.ventura.courts.ca.gov.

Look for "Courtroom Live Audio Streaming" on the home page.

AT THE HEARING:

- You will be admitted into your hearing by the judge or clerk. This may take some time as there are many cases scheduled at the same time. You may be asked to wait until a specified time.
- **DO NOT CALL THE JUDICIAL SECRETARY OR COURTROOM CLERK** to ask when your case will be called.
- You **MUST** serve all your papers timely before your hearing. You will not be able to give the judge any new documents such as a picture, declaration, letter, etc., at the hearing.
- You should have available all the papers you have filed, and the papers the other side has given you, for your hearing.
- Witnesses will not be allowed for the hearing unless at the discretion of the judge.
- Non-parties may listen to audio at www.ventura.courts.ca.gov . Look for Courtroom Live Audio Streaming on the home page.

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.

***IF YOU ARE UNABLE TO APPEAR BY ZOOM, you must appear in person and explain why. You may have to wait outside the courthouse to be admitted.** You may appear from your attorney's office at the discretion of your attorney.

Emergency Mandatory Form: Effective 1-4-2021 (Rev. 01.07.21)