

**SUPERIOR COURT of CALIFORNIA, COUNTY of VENTURA
DEPARTMENT 21
ZOOM APPEARANCE INSTRUCTIONS**

Attorneys, parties, self-represented parties, and witnesses who appear for a proceeding calendared in Courtroom 21 may appear remotely by Zoom in accordance with statute, court rules, Department 21 Rules & Procedures, and these instructions. The Court allows Zoom appearances as a courtesy, and may require in-person appearances in accordance with [CCP 367.75\(b\)](#) and CRC [3.672\(d\)](#).

**CIVIL MATTER
ZOOM APPEARANCES**

Unless authorized by the Court, Zoom appearances **will not** be permitted for trials and evidentiary hearings.

You will be denied entrance to the hearing via Zoom unless you notify the Court by 4:00 p.m. the day before your hearing of your intent to appear remotely. Notify the Court by email to: courtroom21@ventura.courts.ca.gov with the subject line "Notice to Appear Via Zoom." Include your name and affiliation with the case in the email.

Schedule:

Monday-Friday at 8:30 a.m.

Ex Parte Hearings M-F at 8:30 a.m.

**FOR ALL ZOOM APPEARANCES IN DEPARTMENT 21: FIFTEEN
MINUTES BEFORE YOUR HEARING:**

- Login to the Zoom Meeting for Courtroom 21:

| Dept. | Zoom Meeting Number | Passcode |
|--|---------------------|----------|
| 21 | 892 7831 0800 | 529428 |
| Zoom Meeting Link Here | | |

- RENAME YOUR Device by your name & title (e.g., Jane Doe, Counsel for Plaintiff OR John Doe, Plaintiff) NOT Jane's iphone or Samsung 3512.
- You may have to wait several minutes prior to being checked in by the judicial assistant.
- MUTE yourself once admitted to Courtroom 21 until your case is called.

AT THE HEARING:

- Conduct yourself as though appearing in court in person, to include court-appropriate demeanor, dress, and conduct. The Court will require you to turn your camera on during your appearance.
- Ensure sufficient technical capability and reliable internet connection to appear remotely.
- Eliminate background noise and distractions.
- YOU MAY NOT record any part of the proceedings, to include screen shots or any other form of audio or visual recording. ([CRC 1.150](#) & [Penal Code § 632](#))