

## Remote Appearances for Civil Matters

Hearings in all civil cases (i.e small claims, evictions, temporary protective orders) will be conducted remotely via audiovisual transmission equipment and/or telephone. All parties, attorneys and witnesses must, unless granted special accommodation, appear remotely.

The Court utilizes Zoom to conduct remote hearings. If you wish to utilize an alternate videoconference provider, you must: (1) advise the Court at least 10 days prior to your hearing date; (2) make all necessary arrangements; (3) ensure all parties are given the information necessary to participate; (4) agree to bear all risks from the remote appearance; and (5) be responsible for all costs of the alternate provider.

For the remainder of 2020, the information necessary to attend hearings remotely will vary depending upon the scheduling of your hearing, as set forth below:

<u>Date of Hearing</u>	<u>Meeting Number</u>	<u>Pass Code</u>
Monday	843 1889 7912	858 581
Tuesday	844 0296 7875	947 380
Wednesday	875 9668 3360	218 499
Thursday	898 7365 7757	449 549
Friday	854 7813 4011	855 090

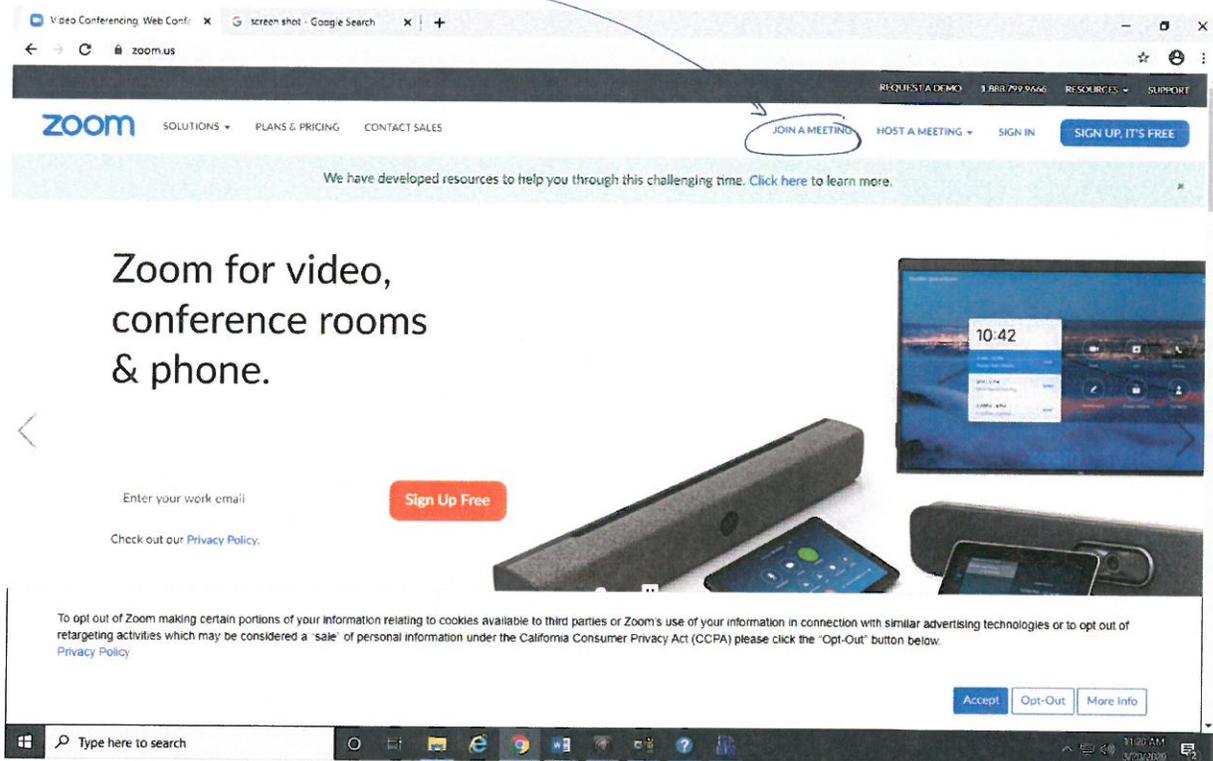
Instructions to participate are included on the reverse (or next) page.

If you are unable to utilize Zoom, alternative arrangements (including but not limited to telephonic appearances) may be made. In order for your needs to be accommodated, you must contact the Court via telephone, fax or email, not less than 48 hours prior to your hearing date. If you contact the Court via telephone, you will likely be asked to submit your request in writing.

These requirements are subject to change.

## Steps to Use AudioVisual Transmission Equipment

1. Use a device with a camera, microphone and speaker (e.g. iPad, iPhone, computer with webcam and microphone, etc.)
2. Ensure camera, microphone and speakers are operational
3. Go to [www.zoom.us](http://www.zoom.us)
4. Click join a meeting



5. Enter meeting ID
6. Enter meeting pass code
7. Participate in the meeting
8. Any difficulties, please contact the Court: 775-293-6540
9. If you cannot utilize the audiovisual component of Zoom, you may be able to participate via telephone by calling (415) 762-9988 and entering your meeting ID# and passcode when prompted

***It is strongly recommended not use cellular data, as these meetings will use a significant amount of such data.***

***Prior to participating, you should test your equipment and connection at [zoom.us/test](http://zoom.us/test)***