

**SAN LUIS OBISPO COUNTY SUPERIOR COURT
DEPARTMENT D11
COMMISSIONER ERIN M. CHILDS**

**INSTRUCTIONS FOR REMOTE APPEARANCE BY VIDEOCONFERENCE USING ZOOM
APPLICATION**

Before your hearing date:

- Visit www.zoom.us for more information on how Zoom works and how you can join hearings or meetings. Zoom works on mobile devices such as smartphones and tablets, and on computer desktops that are equipped with both a camera and microphone. You must download the Zoom application onto your device, or the download the Zoom program if you use a computer (www.zoom.us/download).
- You do not need to create or pay for a Zoom account in order to participate in the hearing.
- Test the Zoom audio and video functions on your device **before** your hearing. Visit www.zoom.us/test for more information on how to test your device.

On your hearing date:

- Log onto Zoom through your internet browser or through the app on your mobile device. To join the hearing, from the Zoom program or app, click on “Join A Meeting” and enter the Hearing ID and password shown here.



**Meeting ID: 161 992 3851
Password: 79513**

- If you don't have a camera, you can still participate by phone.

**Call: (669) 254-5252
Meeting ID: 161 992 3851
Password: 79513**



- You may also access the Zoom information from the court website at <https://www.slo.courts.ca.gov>

During the hearing:

- After you join the hearing, you will be placed into a “waiting room.” When the Court is ready to start the hearing, the Court will move you from the waiting room into the main hearing area.
- Existing rules and procedures regarding the making of the record by a court reporter or electronic device, or obtaining a transcript after the hearing, apply to remote appearances. Participants may not record or broadcast the remote appearance except in compliance with California Rule of Court 1.150. A violation of this rule may result in the imposition of sanctions as set forth in subsection (f) of Rule 1.150.
- Participants, including attorneys, parties, and other participants must:
 - Participate in the remote appearance with the same degree of courtesy, decorum, use of appropriate language, and courtroom etiquette as required for a personal courtroom appearance;
 - Dress in the same manner as they would for a personal appearance in court, without sunglasses, hats, and/or face coverings;
 - Ensure that they have enough battery power for the entire remote appearance, including having a charger readily available, and having access to enough cellular data and/or Wi-Fi for the duration of the remote appearance;
 - Eliminate, to the greatest extent possible, all ambient and/or distracting noise from the participant’s location;
 - To the extent possible, place electronic mobile devices on a solid surface with the camera at eye level;
 - Ensure consistent lighting, avoiding rooms with bright windows and/or back-lighting, so that the participant can be seen;
 - Display their legal name on the videoconferencing screen;
 - Disable virtual background features except for the default virtual backgrounds on Zoom;
 - Speak directly into the microphone on the electronic device used to connect to the court session.

Exhibits:

If you want to present evidence to the Court, please follow the instructions below. **ALL EXHIBITS MUST BE PRESENTED TO THE COURT AND THE ALL THE PARTIES AT LEAST 5 DAYS PRIOR TO THE HEARING.**

- Print your exhibits and put them in one of the two drop boxes outside the San Luis Obispo courthouse. If the exhibits are too large for the drop box, drop them off inside the courthouse at Jury Services, on the second floor.
- You may e-file your exhibits with the Court, however a hard copy is **required** to be dropped off prior to your hearing. For more information, go here: <http://www.odysseyfileca.com>

For assistance, call the Self-Help Center at 805.706.3617, email to finishcase@slo.courts.ca.gov or scan here with your phone:



Scan me for the
Self-Help flier.

