

DEPARTMENT 804 REMOTE APPEARANCE RULES

Remote appearances are generally governed by California Rule of Court 3.672, specifically subpart (h).

1. All parties, attorneys and witnesses are required to appear in person in Department 804, except for ex-parte hearings, or for an agreed upon continuance to reschedule a hearing date or to present a full and complete stipulation to the Court. However, personal appearances are strongly encouraged on those matters.

2. A party, attorney or witness may appear remotely **ONLY** if they have received prior permission from the Court (not Department of Child Support Services) or if they have complied with Rule 3.672 (h) and filed Judicial Council form: Notice of Remote Appearance (form RA-010) at least 10 court days in advance of the hearing.

The Court will review each form RA-010 to determine if a remote appearance is appropriate. Generally, residents of San Diego County will be required to appear in person.

3. All remote appearances shall be by video through Microsoft Teams. Telephone appearances are not permitted, except in extraordinary circumstances, as approved by the Court in advance.

4. When appearing remotely please become familiar with how to use Microsoft Teams in advance of the hearing and log into the Department 804 at least 15 minutes in advance of the time set for the hearing.

5. Make sure you have a strong internet connection, and you are in a quiet location with no background noise. No minors are permitted to be present in the room where you are appearing. Remember, although you are not physically in the courtroom, you are appearing in court and you are expected to present yourself and act as though you are personally present in the courtroom.

6. After being admitted into the courtroom mute your device and turn off your camera until your case is called.

When the case is called promptly unmute your device and turn your camera on.

Do not interrupt anyone who is speaking. The Court will give you an opportunity to speak.

If you get disconnected from the courtroom, please reconnect but be aware the Court generally does not admit anyone to the courtroom while a matter is being heard so you may need to wait to be admitted until the matter being heard is concluded.

7. Recording of the proceedings is a violation of the law.

8. The Court does not permit remote observers. Observers are permitted at all public hearings in person only.

9. The Court expects all parties and counsel to fully comply with California Rule of Court section 5.98 (related to Mandatory meet and confer requirements and document exchange) in advance of the hearing date.