

## HOW TO PARTICIPATE IN A ZOOM COURT HEARING NOVEMBER – CIVIL / FAMILY / PROBATE

### **Before your hearing:**

1. Download the Zoom app to your computer or smartphone. [If you cannot download the app, you can still join the hearing using a web browser like Explorer, Chrome, Firefox or Safari.]
2. Find the Zoom link for your hearing on the court's website: <http://www.marincourt.org/>
3. If you want a witness at your hearing, by 10:00 am the day before your court date, you must email your witness's name to the court clerk at: [videoappearance@marin.courts.ca.gov](mailto:videoappearance@marin.courts.ca.gov). Make sure you include your name, case number and hearing date in your email. Then, email the Zoom meeting link, meeting ID and meeting password to your witness and make sure they know how to connect to the Zoom hearing.
4. If you want to present documents at the hearing, you must send them by email to the courtroom clerk at: [videoappearance@marin.courts.ca.gov](mailto:videoappearance@marin.courts.ca.gov) and to the other party (or their attorney if they have one). Make sure you include your name, case number, and hearing date in your email. You can email documents right before your hearing but we recommend you do it in advance.

### **Day of your hearing:**

1. Dress in court appropriate clothing.
2. Fifteen minutes before your hearing: Go to a quiet and private place where you have a strong Wi-Fi, internet or cellular connection. Make sure your children are not present. Only witnesses, parties and their attorneys may participate.
3. At least five minutes before your hearing: Click the Zoom meeting link. Enter the meeting number and password. If the link does not work click "Join Meeting" in the Zoom app and type in the meeting number and password from the Zoom appearance information. If you have trouble connecting by video, you may join by telephone by calling the phone number on the Zoom email invitation. If you need help send an email to: [videoappearance@marin.courts.ca.gov](mailto:videoappearance@marin.courts.ca.gov).

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4. Once you are connected, you will be placed in a virtual waiting room. The judge may hear other cases before yours. You may have to wait awhile but stay ready. Mute yourself while you are waiting. If you are calling in on a phone, do not place the court on hold. When the judge tells you it's your turn, unmute yourself and follow the judge's instructions.
  
5. During the hearing:
  - a. Mute yourself when you are not speaking.
  - b. Raise your hand if you need to speak.
  - c. State your name before you speak.
  - d. Speak one at a time.
  - e. Do not interrupt.
  - f. Allow a pause between speakers.

**Find the Zoom information for the courtroom/department you are scheduled to appear in below. If you are unable to join by video you may join by phone by calling (669)900-6833 and using the ID and Passcode provided.**

Departments	Case Type	Details	Connection Information
<b>A, B and E</b>	<b>Civil</b>	Civil Matters, Civil Harassment Restraining Orders and Appellate	Meeting ID: 990 9301 1632 Passcode: 531679 <a href="https://zoom.us/j/99093011632?pwd=bE11S1BBMzVkLzMyRExiT2UvZW5sZz09">https://zoom.us/j/99093011632?pwd=bE11S1BBMzVkLzMyRExiT2UvZW5sZz09</a>
<b>H, K and L</b>	<b>Family</b>	Family Law, Conservatorship, Guardianship, Domestic Violence/Elder or Dependent Adult Restraining Orders	Meeting ID: 945 2302 5358 Passcode: 337812 <a href="https://zoom.us/j/94523025358?pwd=QUpPZk9NM2s4MUN1T1dLa0Rablhadz09">https://zoom.us/j/94523025358?pwd=QUpPZk9NM2s4MUN1T1dLa0Rablhadz09</a>
<b>J</b>	<b>Probate</b>	Probate matters assigned to department J	Meeting ID: 951 9472 9462 Passcode: 834835 <a href="https://zoom.us/j/95194729462?pwd=MU15bi9kOEMrOGJ2RjBkcU1XWGltdz09">https://zoom.us/j/95194729462?pwd=MU15bi9kOEMrOGJ2RjBkcU1XWGltdz09</a>
<b>N</b>	<b>DCSS</b>	Department of Child Support Calendar	Meeting ID: 935 2805 9956 Passcode: 193300 <a href="https://zoom.us/j/93528059956?pwd=YINaVE4xZy9ZV21aam5ha2ZTVEdXUT09">https://zoom.us/j/93528059956?pwd=YINaVE4xZy9ZV21aam5ha2ZTVEdXUT09</a>
<b>O</b>	<b>Small Claims</b>	Small Claims Trials	Meeting ID: 979 0721 9581 Passcode: 222668 <a href="https://zoom.us/j/97907219581?pwd=RjVidnFaZndqUk12c1VnRmJWeW4wdz09">https://zoom.us/j/97907219581?pwd=RjVidnFaZndqUk12c1VnRmJWeW4wdz09</a>