

Superior Court of California, County of Contra Costa
MARTINEZ SUPERIOR COURT DURING COURT CLOSURE

REQUEST FOR MATTER TO BE PLACED ON VIRTUAL CALENDAR

DEFENDANT'S NAME: _____

CASE #: _____

ATTORNEY NAME: _____

ATTORNEY EMAIL: _____

ATTORNEY PHONE NUMBER: _____

Please check all boxes that apply to your case:

<input type="checkbox"/> Post PX Felony Arraignment	<input type="checkbox"/> Prob/Parole/PRCS/MS Revocations	<input type="checkbox"/> Defendant in custody and needs to be transported to court
<input type="checkbox"/> Contested Bail Reduction Hearing	<input type="checkbox"/> In-custody felony COP	<input type="checkbox"/> Defendant's presence in court is waived
<input type="checkbox"/> Release Conditions Modification		<input type="checkbox"/> Co-defendant case and both defendants' cases must be calendared and all counsel are aware of this request

Please note that there are two separate virtual courtrooms in operation effective April 27, 2020. You must check the Court's calendar (posted no later than 4:00 p.m. each day for the following day) to identify which virtual court will be hearing your case. If you are appearing from a remote location, the link for Zoom access will be published on the posted calendar and on the Court's website. You will not receive an email with a link.

If the defendant's presence in court is needed, an attorney is required to be present in the Annex Courtroom (currently D6) to appear for the hearing.

Only contested matters, arraignments, change of pleas, and sentencings will be called in these two virtual courts. If there are any documents to be submitted for the hearing (such as a written motion or pleading), you must submit the document(s) via the court's drop box by no later than 3:00 p.m. the day before the matter is calendared and attach a hard-copy of this form (completed) to the document(s). If your request is uncontested, it will **not** be placed on calendar. The parties must submit a written stipulation and proposed order by dropping it in the court's drop box.

I understand that I must submit an electronic copy of this form to vcourtscheduling@contracosta.courts.ca.gov **NO later than 2 p.m.** for the matter to be scheduled on the following business day.

ATTORNEY SIGNATURE (DIGITAL ACCEPTED)

DATE