

REQUIREMENTS FOR ALL REMOTE APPEARANCES

(CCP § 367.75; CRC 3.672; CRC 1.150)

- **Must give notice to the other parties:** You must let all other parties to your case know that you intend to appear remotely. Notice can be provided (in writing, electronically, or orally) in a way reasonably calculated to ensure notice is received no later than 10 days before the hearing (if you received less than 15 days' notice of the hearing, you must give the other party notice at least 5 court days before the hearing). You can give the other party notice by completing and serving a copy of the "Notice of Remote Appearance" (form RA-10, available at <https://www.courts.ca.gov/documents/ra010.pdf>).
 - Then, you must let the court know that you gave notice to the other party. If you completed RA-10, you can file it with the court. Or, you can use a Proof of Service form to show that you gave the other party notice of your intent to appear remotely.
 - **NOTE: Parties can waive notice of the other party's notice to appear remotely at the hearing.**

- **Objecting to remote appearance:** If you want to object to a remote appearance or proceeding, you must file and serve a timely opposition, *Opposition to Remote Proceeding at Evidentiary Hearing or Trial* (form RA-015, available at <https://www.courts.ca.gov/documents/ra015.pdf>). If you were given at least 15 court days' notice of a remote appearance, you must file and serve at least 5 court days before the hearing. Or, by noon the court day before the hearing or trial date if you were given less than 15 court days' notice.

- If you need the assistance of a language interpreter, you must let the Court know in advance by emailing: intrps@contracosta.courts.ca.gov or by filing an Interpreter Request form – see <https://www.cc-courts.org/general/interpreter.aspx> for links to the form and more information.

- **PLEASE NOTE:**
 - You must have sufficient internet speed and/or telephone connectivity to fully participate in your hearing;
 - You must have the ability to clearly communicate with the court through proper audio equipment;
 - If appearing by video, your device must be capable of a clear video stream, and you must dress in appropriate courtroom attire;
 - You must have a private, indoor location with limited background noise during the entire hearing;
 - No interruptions or distractions for the duration of the hearing. No other individual may appear with you without prior court approval, and no children or pets may be present;
 - You may not record, photograph, capture an image of, or broadcast any part of or any participant to a remote proceeding in any manner;
 - If any participant experiences any technological or audibility issues during a hearing, they should make an effort to alert the judicial officer by sending a message via the "chat" function or by calling or sending an email to the Department;
 - The Court may reschedule or continue a remote proceeding to either another remote proceeding or an in-person hearing if the requirements listed above are not satisfied or if a distraction, disturbance, or technological or audibility issue arises which interferes with the hearing.
 - **FOR ADDITIONAL TIPS ON HOW TO APPEAR REMOTELY VIA ZOOM:** www.cc-courts.org/calendars/docs/PrepareForZoomHearing.pdf