

## OPTIONS TO APPEAR AT YOUR HEARING: IN PERSON OR REMOTELY

There are two ways to appear at your family law court hearing:

- 1) **IN PERSON:** Go to the courthouse on the day and time of your hearing. Departments 16, 17, 24, 34 and 52 are located at 751 Pine Street, Martinez, CA; Department 2 is located at 725 Court Street, Martinez, CA.  
**OR:**
- 2) **REMOTE (Via Zoom):** If you wish to appear remotely, follow these steps:
  - You must let the other party know you intend to appear remotely. Notice can be provided in writing, electronically, or orally in a way reasonably calculated to ensure notice is received. For details on timing, forms, and filing, see the Court’s website at: <https://www.cc-courts.org/calendars/court-calendars.aspx>
  - **Appearing by video:** To appear by video, you will need to use a device that has a camera, microphone, and an internet connection (such as a computer, mobile phone, or a tablet).
    - On the day of your hearing, go to <https://www.cc-courts.org/calendars/court-calendars.aspx>.
    - Go to the “Calendars by Department” section, click the arrow next to your court Department number.
    - Click on the “Zoom Link.” You will be placed in the waiting room for your hearing. From there, the judge or courtroom clerk will admit you into the Zoom hearing.
  - **Appearing by phone:** If you do not have access to a device that will let you appear by video or if you are having difficulties with your internet connection, you can call into your Zoom hearing:
    - On the day of your hearing, go to <https://www.cc-courts.org/calendars/court-calendars.aspx> and follow the instructions above to get the Meeting ID number and Password for your Department OR call your Department between 5:30 p.m. and 7:30 a.m. for the Meeting ID and Password:
      - Department 2: 925-608-1102
      - Department 16: 925-608-1116
      - Department 17: 925-608-1117
      - Department 24: 925-608-1124
      - Department 34: 925-608-1134
      - Department 52: 925-608-1152
    - Call **1-669-254-5252** and follow the directions for joining the meeting:
      - First, you will be asked to enter the **Meeting ID** number and the “ # ” sign.
      - When you are asked for a “Participant ID”, press the “ # ” sign again.
      - Then, enter the **Passcode** and the “ # ” sign. You will then be placed into the Zoom waiting room. From there, wait until you are admitted into the hearing.
      - **Important: Press “ \* ” sign followed by “ 6 ” to mute or unmute yourself.**
  - **Objecting to remote appearance:** If you want to object to a remote appearance or proceeding, you must file and serve a timely opposition. For details on timing, forms, and filing, see the Court’s website at: <https://www.cc-courts.org/calendars/court-calendars.aspx>
    - Parties are not permitted to record, capture an image of, or broadcast any court proceedings
    - For remote hearings, you will need a private, quiet location for up to two hours during your hearing.
    - No children please.
    - Please dress in appropriate courtroom attire.
    - Language interpretation must be requested in advance by emailing: [intrps@contracosta.courts.ca.gov](mailto:intrps@contracosta.courts.ca.gov) or by filing an Interpreter Request form. The Court may not be able to accommodate last minute requests.
    - For additional information on remote hearings in Court, please visit: <https://www.cc-courts.org/calendars/court-calendars.aspx>