

# SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY

Monterey Civil Courthouse  
1200 Aguajito Rd.  
Monterey, CA 93940



Salinas Courthouse  
240 Church Street  
Salinas, CA 93901

## HOW TO PREPARE FOR YOUR REMOTE ZOOM COURT APPEARANCE

### EQUIPMENT:

- To appear by video, you need a device with a microphone, camera, and Internet connection.
- Headset: We **strongly** recommend using headphones with a built-in microphone.
- Download the Zoom app if you are using a smartphone or tablet from the App/Play store.
- Download Zoom Client if you are using a desktop or laptop computer. Go to [www.zoom.us/download](http://www.zoom.us/download)
- Use the Test Meeting feature to make sure you can login and that your equipment works <https://zoom.us/test>
- Make sure your equipment is fully charged. Plug in your device to a power source.
- If you cannot appear by video, you may call in using the phone number for audio appearances.
- Mute all sounds from other applications running on your device (notifications, emails, messages, etc.)

### ENVIRONMENT:

- Make sure you have a quiet place without distractions where you can participate in your hearing.
- Silence your cellphone (if you are not using it to appear by Zoom).
- Do not attempt to participate while traveling in a vehicle. You may experience connectivity issues that affect your participation.
- Be aware of your background. Position yourself in front of a blank, neutral wall if possible.

- Be aware of the lighting. Do not sit in front of or behind a window because the light or reflection can affect the video.
- Sitting directly under a light will create shadows.
- Arrange childcare if necessary.

### TIPS:

- Behave as you would if you were appearing in person.
- Dress appropriately. For video, solid colors are best. Try to pick a color that won't blend in with your background wall.
- Keep your device on mute until it is your turn to speak.
- Do not speak over anyone and do not interrupt.
- Wait a few second before speaking so there are no miscommunication errors or people speaking over each other.
- Use appropriate language.
- If there is a court reporter or language interpreter present, please do not speak too quickly and be aware that they may interrupt from time to time to ask for clarification.
- When speaking look directly into the camera, not the screen.
- Position your camera at your eye level or slightly above eye level.
- Do not put your phone on hold if you are appearing by phone.

### EXHIBITS & WITNESSES:

- Exhibits and Witness lists must be submitted to the court and served on the other party. The appropriate deadline will depend on your type of

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case. If you need help understanding your deadline, you must contact the Self Help Center.

- If you do not file your exhibits by the deadline for your type of case, your information may not be considered.
- Witnesses should join the Zoom meeting and follow the same guidelines as parties.

### TUTORIALS:

- Zoom video tutorials:  
[https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?\\_ga=2.251474895.819192870.1596141257-578689434.1595000850](https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.251474895.819192870.1596141257-578689434.1595000850)
- Zoom FAQ's and Quick Start Guides:  
<https://support.zoom.us/hc/en-us/articles/206175806>

### IMPORTANT:

Any recording of a court proceeding held by video or teleconference, including “screen-shots” or other audio or visual copying of a hearing, is absolutely prohibited.

If you are having technical issues, you may call the court’s general number at (831) 647-5800 to obtain assistance. You may also contact the Zoom Help Center <https://support.zoom.us/hc/en-us>, or your local IT support, or other online guidance.

There is no cost to appear by Zoom.