

**Procedures for Remote Appearance during Limited Courthouse Access
Orange County Circuit Civil Division 37 only**

These procedures are in effect for all hearings noticed on or after March 27, 2020, during the limited closure of the courthouse unless extended by the judge. **All proceedings in Division 37 will be either by video or telephonic conference only. No parties/attorneys/court reporters will be allowed to attend in person at the Orange County Courthouse.**

Short Matters Procedures (Monday through Thursday at 9:00 am unless otherwise noted on JACS):

Short matters will be heard with the parties/attorneys/court reporters appearing via telephone conference call (instructions below). The conference call number and code shall be provided in the notice of hearing. The attorney noticing the hearing must provide at least a 5-day notice of the hearing to all parties, including pro se litigants. **A courtesy copy of the motion, notice of hearing (with the conference call number), and proposed order (with addressed, stamped envelopes for non-e-filing parties) must be provided to the judge at least 5 business days before the hearing.** If all parties participate in e-filing, courtesy copies and the proposed order in Word may be provided by email to 37orange@ninthcircuit.org.

Docketed Hearing Procedures (hearings set at 9:30 am or after):

Participants shall appear remotely for docketed, non-evidentiary hearings without motion or order. Courtesy copies are still required at least 5 business days before the hearing and should be provided in hard copy. The conference call number and participant code, Teams telephone number and conference ID or Teams video conference link shall be provided in the notice of hearing. Failure to provide courtesy copies may result in the hearing being cancelled. **Attorneys/parties/court reporters may appear by either telephone conference call or video conference at the hearing at the noticing attorney's option.**

Telephone Conference Call Option (Used for Pretrials and Ex Parte/Short Matters Hearings only): Conference call number: **(407) 836-5646 or (800) 346-8020; Participant code: 510885#.** At the time of the hearing, the parties/attorneys/court reporter should call the above number to join the conference.

Conference Call Notes:

- *You will be entering a virtual "room" with other participants. There will be others on this conference call.*
- *Please mute your telephone until your case is called.*
- *Hearing will only be called if a copy of the Notice of Hearing and Motion was provided to the judicial assistant five (5) business days prior to the hearing*

Teams Telephone Conference Option: When scheduling the hearing, the attorney noticing the hearing should contact the judicial assistant by email at 37orange@ninthcircuit.org copying all other attorneys/parties and provide all e-mail addresses of the attorneys who will be attending the hearing as well as the Court Reporter. The judicial assistant will send a link or an invitation with the telephone information. Five minutes before the hearing, all participants should connect to the telephone conference. At the time of the hearing, the judge will connect to the telephone conference.

Teams Video Conference Option: When scheduling the hearing, the attorney noticing the hearing should contact the judicial assistant by email at 37orange@ninthcircuit.org copying all other attorneys/parties and provide all e-mail addresses of the attorneys who will be attending the hearing as well as the Court Reporter. The judicial assistant will send a link or an invitation with a link to a video conference. Five minutes before the hearing, all participants should connect to the video conference. At the time of the hearing, the judge will connect to the video conference.

Evidentiary hearings: Notice to appear remotely for evidentiary hearings must be provided to all parties and the Court. All scheduled evidentiary hearings will need all documents Bates stamped and provided to the Court at

least five (5) days before the hearing in hard copy. All witnesses must have a notary in their presence to administer an oath and have identification to provide to the notary.

JLA 02/17/21