

User Guide – Access Your Remote Hearing Link from the Public Portal

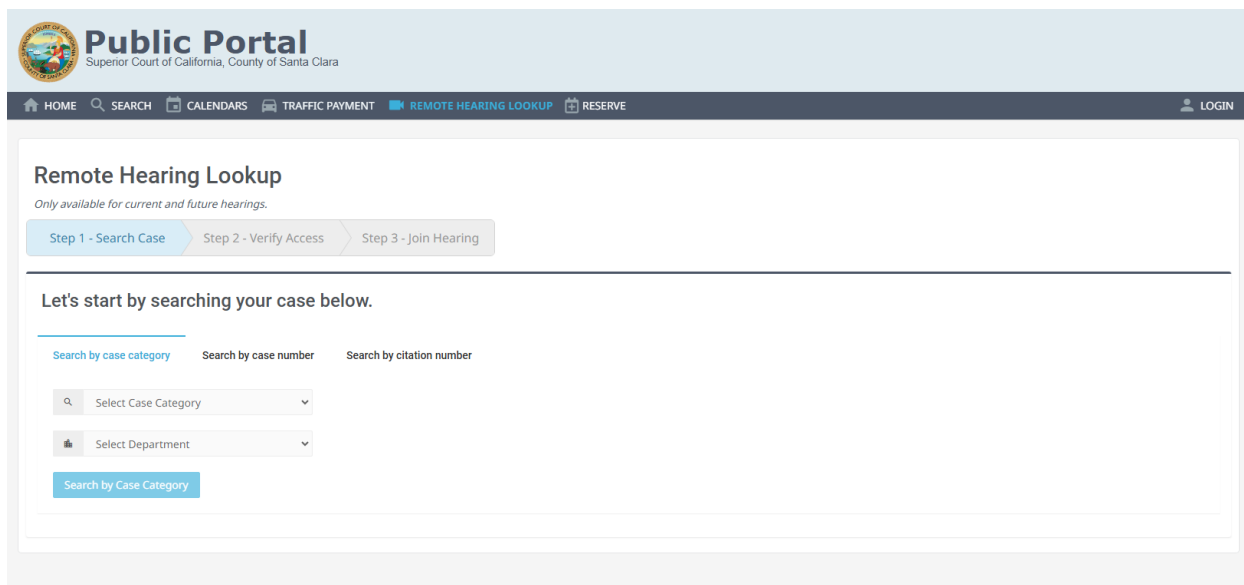
Below is a step-by-step user guide on how to look up and join your court hearing using the public portal. This guide assumes you are using the Superior Court of California, County of Santa Clara’s online system at: <https://portal.scscourt.org/remotehearing>

Before You Begin

- Ensure you have your **case information** (e.g., case number, hearing date) readily available.
- Have a stable internet connection.

Step 1: Navigate to the Remote Hearing Lookup Page

1. Open your web browser and go to: <https://portal.scscourt.org/remotehearing>
2. You will see a page titled **Remote Hearing Lookup**.
 - a. This page will allow you to find hearings that are scheduled for the current or future dates.
 - b. You can search using different criteria, such as **Case Category** or **Case Number**.



The screenshot shows the 'Public Portal' header for the Superior Court of California, County of Santa Clara. Below the header is a navigation bar with links for HOME, SEARCH, CALENDARS, TRAFFIC PAYMENT, REMOTE HEARING LOOKUP (highlighted), and RESERVE. A LOGIN link is also present. The main content area is titled 'Remote Hearing Lookup' and includes a sub-header 'Only available for current and future hearings.' Below this is a progress indicator with three steps: 'Step 1 - Search Case' (active), 'Step 2 - Verify Access', and 'Step 3 - Join Hearing'. The main instruction is 'Let's start by searching your case below.' There are three search options: 'Search by case category' (selected), 'Search by case number', and 'Search by citation number'. Under 'Search by case category', there are two dropdown menus: 'Select Case Category' and 'Select Department'. A 'Search by Case Category' button is located below the dropdowns.

Step 2: Search for Your Case

1. **Search By Case Category:**
 - a. On the left side, select **Search by case category**.

- b. From the dropdown menus, choose the **Case Category** (e.g., Family, Civil, etc.) and the **Department** where your case is being heard.
- c. Click **Search by Case Category**.

OR

2. Search by Case Number:

- a. If you have a direct case number, select the tab labeled **Search by case number**.
- b. Enter your case number into the search box.
- c. Click **Search**.

OR

3. Search by Citation Number (Traffic Cases only):

- a. If your case is related to a citation, select **Search by citation number**.
- b. Enter the citation number and click **Search**.

Step 3: Verify Your Access (For Family Cases and Other Restricted Categories)

For certain types of cases, such as family law cases, the system may require you to verify your identity and connection to the case.

1. You will be prompted with a page titled **Step 2 - Verify Access**.
2. Indicate whether you are searching as a **Person** or a **Business/Organization**.
3. If you selected **Person**, enter the following details:
 - a. **First Name**
 - b. **Last Name**
 - c. **Connection Type:** Select your role/relationship to the case from the dropdown (e.g., Plaintiff (Petitioner), Defendant (Respondent), Attorney, Witness, etc).
 - d. **Hearing Date:** Enter the date of the hearing (MM/dd/yyyy format).
4. Click **Verify**. (You may be required to solve a Captcha to submit the form)

Note: This step ensures that only parties or authorized participants can access remote hearing details.



Public Portal

Superior Court of California, County of Santa Clara



SEARCH



CALENDARS



TRAFFIC PAYMENT



REMOTE HEARING LOOKUP



RESERVE



LOGIN

Remote Hearing Lookup

Only available for current and future hearings.

Step 1 - Search Case

Step 2 - Verify Access

Step 3 - Join Hearing

Please Provide Additional Information for Family Cases

Are you searching for a Business or a Person?

Person Business or Organization

First Name

First Name

Last Name

Last Name

Connection Type

Select Type of Party

Hearing Date

Hearing Date (MM/dd/yyyy)

I'm not a robot



Verify

Reset

Step 4: Review Your Case and Hearing Details

Once your information is verified, you will move to **Step 3 - Join Hearing**.

1. The system will display:
 - a. **Case Number**
 - b. **Case Style (Caption)**: For example, "Name A vs. Name B"
 - c. **Start Time** of the hearing
 - d. **Location/Department**
 - e. **Conference ID** and **Conference Number** (phone access)
 - f. A **"Join via Video"** button or link
2. Review the information to ensure it matches your case and scheduled hearing time.

Important:

- There may be disclaimers stating that **recording or broadcasting** of the remote hearing is prohibited without a court order.
- Non-confidential hearings may only be open to in-person public observation, and the remote option is intended for parties and authorized participants only.

Step 5: Join the Hearing

1. To join the hearing remotely, look for the **"Join"** button next to the listed hearing.
2. Clicking the **"Join"** button will open the Microsoft Teams meeting link in a new window.

- a. If prompted, allow your browser to open Microsoft Teams.
 - b. If you do not have the Microsoft Teams application installed, you can typically join through the web version by clicking "**Join on the web instead**".
3. Once you are connected in Microsoft Teams:
- a. Make sure your **microphone and camera** settings are configured as per the court's instructions.
 - b. Join the meeting a few minutes early to ensure you have time to troubleshoot any technical issues.

Public Portal
Superior Court of California, County of Santa Clara

HOME SEARCH CALENDARS TRAFFIC PAYMENT REMOTE HEARING LOOKUP RESERVE LOGIN

Remote Hearing Lookup

Only available for current and future hearings.

Step 1 - Search Case Step 2 - Verify Access Step 3 - Join Hearing

Finally, join the hearing below.

Click here for more information on how to use and connect to a video hearing using Microsoft Teams. State and local rules prohibit recording of court proceedings without a court order. Parties may not capture images of remote proceedings or broadcast any court proceedings. The court does not allow the use of artificial intelligence applications to record or transcribe remote proceedings.

All nonconfidential court hearings are open to the public for in-person access only. There is no remote option for the media or public to observe court proceedings. Microsoft Teams meeting links are intended for remote appearances by participants with a role in the case, including litigants, attorneys and witnesses.¹⁾

Those approved for remote appearances must comply with all local rules and guidelines:
 Santa Clara County Court Rules, General Court and Administration Rules, Rule 9
 Santa Clara County Court Rules, Family Rules, Rule 1(N)

Case Number	Case Style	Start Time	Location	Conference Id	Conference Number	Join via Video
[REDACTED]	[REDACTED]	09:00 am	[REDACTED]	[REDACTED]	[REDACTED]	Join

Start Over

Additional Tips

- **Check Technology in Advance:** Test your microphone, camera, and internet connection prior to the hearing.
- **Follow Court Instructions:** The court's webpage may contain additional rules and guidelines (e.g., Santa Clara County Court Rules, General Court and Administration Rules, Rule 9, and Family Rules, Rule 1(N)). Review these before joining.
- **No Unauthorized Recordings:** Do not record or broadcast the proceedings. Follow all posted legal requirements.

By following these steps, you can locate your upcoming court hearing and join it remotely using the Superior Court of California, County of Santa Clara's Public Portal.