

Request to Appear Remotely

Beginning 1/1/2025, most family court hearings will require you to appear in-person. If you are unable to attend your court hearing in-person, you can ask permission from the Court to appear remotely.

“Remote Appearance” means that you attend your court hearing by video-conference. You must have both video and audio capability on your device, and children must **NOT** be present during the hearing.

Note:
See additional requirements in the Local Rules – General 9 (b) **Requirement for Remote Appearances**

<p>Step 1</p>	<p>Complete the following forms:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> RA-010 Notice of Remote Appearance <input checked="" type="checkbox"/> MC-025 Written declaration explaining why you need to appear remotely and cannot attend in person <input checked="" type="checkbox"/> FM-1201 Order Regarding Remote Appearance
<p>Step 2</p>	<p>Notice: Make 2 copies, in addition to the original. Provide notice by giving a copy of the completed RA-010 and the declaration on the other party/parties with a blank RA-015. (You can give these forms to the other party, yourself.) Fill in the Declaration of Notice section on page 2 of the RA-010.</p>
<p>Step 3 There is no fee.</p>	<p>File: Submit the completed form RA-010, Declaration (Form MC-025), and the Proposed Order (Form FM-1021) with a self-addressed stamped envelope to the Clerk’s Office located at 201 North First Street, San Jose, CA 95113 no later than 15 calendar days. Office hours are 8:30am to 3:00pm Mondays-Thursdays and 8:30am to Noon Fridays. Closing times are subject to change, visit www.scscourt.org or call 408-534-5600 for current office hours.</p>
<p>Step 4</p>	<p>Wait for Response:</p> <p>GRANTED: If the court grants your request then you can appear at your court hearing by logging in to your online case portal available at the court website (www.scscourt.org).</p> <p>REMINDER: When logging in for your court hearing make sure that your video and audio features are working and you are in a place with no distractions (including noises or children). You will then type in your full name as it appears in the case and keep yourself muted and camera off until your case is called.</p> <p>DENIED: If your request is denied, you must appear <u>in person</u>.</p>

WHAT TO FILE WHEN OPPOSING THE REMOTE APPEARANCE REQUEST?

If the other party is requesting to appear remotely and you want to oppose their request, you will need to complete, serve, and file form **RA-015** no later than **5 court days** before the hearing.

Pease turn over for more information 

HOW CAN I GET HELP?

Here are some ways to get help:

- Go to <http://www.calbar.ca.gov/Public>, then click on “Lawyer Referral services” to hire or consult with a private attorney.
- For free legal advice and information, see our “Do-It-Yourself Resources” flyer. Go to www.scscourt.org, click on “Self-Help” then “Self-Help Flyers”.
- The Self Help Center/Family Law Facilitator – See our information flyer:
 - Contact us: Go to www.scscourt.org then click “**Contact the Self Help Center**”. Walk-in assistance is limited to emergencies so contact us remotely first.
 - Obtain Forms: Go to www.scscourt.org then click “**Complete Forms at Home**”
 - Form Review: Email your forms as a PDF file to SHCDocReview@scscourt.org.
 - Note: We **cannot** help people who have attorneys.

Superior Court, County of Santa Clara
Self Help Center/Family Law Facilitator's Office
201 N. First Street, San Jose, CA 95113
408-882-2926

COURT HEARINGS REMOTE APPEARANCE GUIDE

IN PERSON REQUIRED UNLESS REQUEST TO APPEAR BY VIDEO GRANTED	MAY APPEAR BY VIDEO CONFERENCE WITHOUT PRE- APPROVAL	VIDEO-REQUIRED
<ul style="list-style-type: none"> ❖ Trial/Evidentiary Hearing ❖ Post-Mediation Hearings ❖ Law and Motion Hearings ❖ Custody Evaluation Hearings ❖ Emergency Screening Hearings 	<ul style="list-style-type: none"> ❖ Status Conference Hearings ❖ Trial Setting Hearings ❖ Domestic Violence Restraining Order First Appearance ❖ Judicial Custody Conference ❖ Identification of Minor's Counsel ❖ Custody Settlement Conferences 	<ul style="list-style-type: none"> ❖ Long Cause Trial Setting ❖ Settlement Office Conferences ❖ Family Court Services Mediation ❖ Mandatory Settlement Conferences ❖ Judicially Supervised Settlement Conferences

BLANKS

**THESE ARE THE DOCUMENTS
YOU HAVE TO COMPLETE,
COPY, FILE AND SERVE.**

**Use the SAMPLE to fill this
packet out. It will explain what
you need to fill out.**

ATTORNEY OR PARTY WITHOUT ATTORNEY: NAME: FIRM NAME: STREET ADDRESS: CITY: TELEPHONE NO.: EMAIL ADDRESS: ATTORNEY FOR (<i>name</i>):	STATE BAR NUMBER: STATE: ZIP CODE: FAX NO.:	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara STREET ADDRESS: 201 N. First Street, San Jose, CA 95113 MAILING ADDRESS: 191 N. First Street, San Jose, CA 95113 CITY AND ZIP CODE: San Jose, CA 95113 BRANCH NAME: Family Justice Center Courthouse		
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT: OTHER CASE NAME:		
NOTICE OF REMOTE APPEARANCE		CASE NUMBER:

You must use this form to tell the court you intend to appear remotely in a civil case, unless the court's website describes an online process for giving notice. You may also use it to give the required notice to all other parties in the case. (Do not use this form in a juvenile dependency proceeding.)

Check the court's website for information about how to appear remotely, including the departments and types of cases or proceedings that allow remote appearances and ways to appear remotely in their departments for such appearances.

See page 3 of this form for more information, including deadlines for giving notice and for opposing a remote appearance if this notice is for an evidentiary hearing or trial.

A person appearing remotely should conduct themselves as though appearing in court in person.

- The person who intends to appear remotely is (*check and complete all that apply*):
 - Plaintiff/Petitioner (*name*):
 - Attorney for Plaintiff/Petitioner (*name*):
 - Defendant/Respondent (*name*):
 - Attorney for Defendant/Respondent (*name*):
 - Other (*name and role in case*):
- The person or persons in 1 intends to appear remotely (*check one*):
 - a. Throughout the case.
 - b. At the proceeding described below, including on any later dates if the proceeding is continued (*describe*):
 Type of proceeding:
 Set on (*date*): _____ at (*time*): _____ in (*department*): _____
 Before (*name of judicial officer, if known*): _____
- The person intends to appear by (*check court's website for method that may be used*):
 - Videoconference Audio only (including telephone)
- For evidentiary hearing or trial only (where testimony may be given): the party requests the following additional aspects of the proceeding be conducted remotely (*describe what the party wants to be done remotely and why; attach form MC-025 if more space is needed*):

SHORT TITLE: _____	CASE NUMBER: _____
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ATTACHMENT (Number) : to RA-010
(This Attachment may be used with any Judicial Council form.)

(If the item that this Attachment concerns is made under penalty of perjury, all statements in this Attachment are made under penalty of perjury.)

Page _____ of _____
(Add pages as required)

PLAINTIFF: DEFENDANT:	CASE NUMBER:
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5. I agree to keep the proceeding confidential to the same extent as would be required if I were appearing in person.

Date:

(TYPE OR PRINT NAME)

(SIGNATURE)

Notice to Other Parties

Anyone intending to appear remotely must provide notice to all other parties by the deadlines stated in Cal. Rules of Court, rule 3.672, and described on the next page. Notice may be provided orally, electronically, or by giving the other parties this form in a way to ensure it is received by the applicable deadline. The party must tell the court this was done either by filing a proof of service (this may be done on forms POS-040 or POS-050 for electronic service) or by completing and signing the declaration below.

Declaration of Notice

I gave notice that I intend to appear remotely to the other parties or persons entitled to receive notice in this case as stated below.

Complete one item below for each person notice was given to, and enter one of the following options for "Method of notice" in c.

- **Mail:** By mailing them a copy of this form (write the mailing address in d.)
- **Overnight delivery:** By having a copy of this form delivered overnight (write the delivery address in d.)
- **Electronic notice:** By e-mail or text message (write the e-mail or phone number in d.)
- **Phone:** By telling them over the telephone or leaving them voice mail (write the phone number in d.), or
- **In person:** By giving them a copy of this form in person, or by telling them orally in person (write the address in d.)

- | | |
|--|--|
| 1. <input type="checkbox"/> Plaintiff/Petitioner
a. Name:
b. Date of notice:
c. Method of notice:
d. Address (mailing, in-person, or email) or phone number: | 2. <input type="checkbox"/> Attorney for:
a. Name:
b. Date of notice:
c. Method of notice:
d. Address (mailing, in-person, or email) or phone number: |
| 3. <input type="checkbox"/> Defendant/Respondent
a. Name:
b. Date of notice:
c. Method of notice:
d. Address (mailing, in-person, or email) or phone number: | 4. <input type="checkbox"/> Attorney for:
a. Name:
b. Date of notice:
c. Method of notice:
d. Address (mailing, in-person, or email) or phone number: |
| 5. <input type="checkbox"/> Other (specify):
a. Name:
b. Date of notice:
c. Method of notice:
d. Address (mailing, in-person, or email) or phone number: | 6. <input type="checkbox"/> Attorney for:
a. Name:
b. Date of notice:
c. Method of notice:
d. Address (mailing, in-person, or email) or phone number: |
| 7. <input type="checkbox"/> Other (specify):
a. Name:
b. Date of notice:
c. Method of notice:
d. Address (mailing, in-person, or email) or phone number: | 8. <input type="checkbox"/> Other (specify):
a. Name:
b. Date of notice:
c. Method of notice:
d. Address (mailing, in-person, or email) or phone number: |

If more people were given notice, check here, attach form MC-025, titled as Attachment Notice, and add the information about how and when notice was given to each person.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

(TYPE OR PRINT NAME)

(SIGNATURE)

Instructions for Giving Notice of Remote Appearance

(This page does not need to be filed.)

1. Court online procedures. Before using this form, check the court's website to see if that court has an online procedure for providing notice to the court of your intent to appear remotely instead. You can find a link to the website for each court at: <https://www.courts.ca.gov/find-my-court.htm>.

2. How to use this form. This form is intended for use in civil cases only (any cases not criminal or petitions for habeas corpus, other than petitions under Welf. & Inst. Code, § 5000 et seq.), to provide written notice of intent to appear remotely, to a court and the parties, as described in Code of Civil Procedure section 367.75. It is not needed in juvenile dependency hearings.

Check the court's website to determine how remote appearances work in that court before completing this form. If the court does not have an online procedure for giving notice to the court of intent to appear remotely, complete and file this form to give the court notice. If you intend to appear remotely throughout the case, you only need to file it once (check item 2a).

3. Notice to others. You may also use this form to show that you gave notice to other parties. You must give notice of your intent to appear remotely to all parties and other persons who are entitled to notice of the proceeding. (If you checked item 2a, you only need to give notice once. Otherwise, give notice to the court and others before each proceeding you intend to appear at remotely.) You can describe how and when you gave notice in the Declaration of Notice on page 2, or by filing a proof of service with the court.

4. When to file and give notice to others.

California Rules of Court, rule 3.672(g) and (h) state the deadlines by which you have to give notice of intent to appear remotely to the other parties and the court. (You can give notice earlier.) There are different deadlines:

For motions and proceedings in which people cannot testify

If a party gives or receives *at least 3 court days' notice* of the proceeding (including all regularly noticed motions):

- At least 2 court days before the proceeding.

If a party gives or receives *less than 3 court days' notice* of the proceeding (including ex parte applications):

- With the moving papers, if the notice to appear remotely is by the party that is asking for the hearing, or
- By 2 p.m. the court day before the hearing if the notice to appear remotely is by any other party.

Note: If a party misses these deadlines, they may still ask the court for permission to appear remotely.

For trials, including small claims trials, and hearings in which people may testify (evidentiary hearings)

If a party gives or receives *at least 15 court days' notice* of a trial or hearing date, and for all small claims trials:

- At least 10 court days before the trial or hearing date.

If a party gives or receives *less than 15 days' notice* of the trial or hearing (including hearings on protective orders):

- With the moving papers or at least 5 court days before the hearing, if the notice to appear remotely is by the party that is asking for the hearing; or
- By 2 p.m. the court day before the hearing if the notice to appear remotely is by any other party.

Note: If a party misses these deadlines, they may still ask the court for permission to appear remotely.

5. Opposition to remote appearances at trial or evidentiary hearing. If a party or witness has given notice of intent to appear remotely at a trial or evidentiary hearing (hearing at which people may testify), other parties in the action may oppose the remote appearance by filing *Opposition to Remote Proceeding at Evidentiary Hearing or Trial* (form RA-015). The opposition must be served on parties and other persons entitled to receive notice of the proceedings, by the deadlines summarized on that form. (Cal. Rules of Court, rule 3.672(h)(3).)

6. In-person appearance. A court may require any person to appear in person instead of remotely. (Code Civ. Proc., § 367.75(b).)

7. Recordings. No person may record a proceeding without first getting approval from the judge. (Cal. Rules of Court, rule 1.150(c).)

8. Accommodations for disability. If a party needs an accommodation for a disability, use form MC-410, *Disability Accommodations Request*, to tell the court about their needs. See form MC-410-INFO for more information.

9. Request for interpreter. If a party does not speak English well, ask the court clerk as soon as possible for a court-provided interpreter. Form INT-300, *Request for an Interpreter*, or a local court form may be used to request an interpreter. If no court interpreter is available, it may be necessary to reschedule the hearing or trial.

ATTORNEY OR PARTY WITHOUT ATTORNEY: _____ STATE BAR NUMBER: _____ NAME: FIRM NAME: STREET ADDRESS: CITY: _____ STATE: _____ ZIP CODE: _____ TELEPHONE NO.: _____ FAX NO.: _____ EMAIL ADDRESS: ATTORNEY FOR (name): _____	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CLARA STREET ADDRESS: 201 North First Street, San José, CA 95113 MAILING ADDRESS: 191 North First Street CITY AND ZIP CODE: San José, California 95113 BRANCH NAME: Family Justice Center	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT: OTHER CASE NAME:	
ORDER REGARDING REMOTE APPEARANCE	CASE NUMBER:

The court makes the following orders regarding remote appearances:

1. This order applies only to the proceeding described below, including on any later dates if the proceeding is continued:

Type of proceeding:

Set on (date): _____ at (time): _____

This order applies to all appearances in the above-referenced case unless otherwise ordered by the court.

2. **Participant(s) to appear in person.**

All parties must appear in person, unless specifically authorized to appear remotely at a subsequent date.

The following persons are required to appear or testify in person:

Name: _____ Role in Case: _____

3. **Participant(s) may appear through remote technology.**

The following persons may appear or testify through remote technology, subject to any requirements in Local Court and Administration Rules, Rule 9 and Family Local Rules, Rule 1, subd. (N). If the participant does not or cannot comply with the above rules, the participant may not appear remotely. Attempts to appear without complying with the rules above may result in a non-appearance or a delay in the proceedings.

Name: _____ Role in Case: _____

4. **Other Orders:**

Date:

[SIGNATURE]

Responsive Forms

LEAVE BLANK

**TO BE ATTACHED TO
THE OTHER PARTY'S
COPY FOR SERVICE**

ATTORNEY OR PARTY WITHOUT ATTORNEY: _____ STATE BAR NUMBER: _____ NAME: _____ FIRM NAME: _____ STREET ADDRESS: _____ CITY: _____ STATE: _____ ZIP CODE: _____ TELEPHONE NO.: _____ FAX NO.: _____ EMAIL ADDRESS: _____ ATTORNEY FOR (name): _____	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara STREET ADDRESS: 201 N. First Street, San Jose, CA 95113 MAILING ADDRESS: 191 N. First Street, San Jose, CA 95113 CITY AND ZIP CODE: San Jose, CA 95113 BRANCH NAME: Family Justice Center Courthouse	
PLAINTIFF/PETITIONER: _____ DEFENDANT/RESPONDENT: _____ OTHER CASE NAME: _____	
OPPOSITION TO REMOTE PROCEEDING AT EVIDENTIARY HEARING OR TRIAL	CASE NUMBER: _____

Unless the court has an online process for opposing a remote appearance, this form must be used to show the court why a remote appearance or testimony should not be allowed at a trial or an evidentiary hearing, which is a hearing in which a person may testify under oath. (For opposing a remote appearance in a juvenile dependency action, use form RA-030.)
 See page 2 of this form for more information, including deadlines for filing or serving an opposition.

1. Person opposing remote appearance or testimony is *(check and complete all that apply)*:

- Plaintiff/Petitioner *(name)*:
- Defendant/Respondent *(name)*:
- Other *(name and role in case)*:

2. The trial or evidentiary proceeding with a remote appearance or testimony set is for *(describe)*:

set on *(date)*: _____ at *(time)*: _____ in *(department)*: _____
 before *(name of judicial officer, if known)*: _____

3. The reasons why remote appearance or testimony should not be allowed are *(describe the reasons here, including who would be appearing, or, if more space is required, attach form MC-025)*: Explanation is on form MC-025, titled as Attachment 3.

Date: _____

 (TYPE OR PRINT NAME)



 (SIGNATURE)

PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	CASE NUMBER:
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Instructions

- 1. Opposition to remote proceedings.** If a court has set a trial or evidentiary hearing (a hearing at which a party may testify under oath) to be conducted remotely, or if another party or a witness has given notice of their intent to appear remotely at a trial or an evidentiary hearing, parties may oppose the remote appearance or remote testimony by serving and filing this form. Parties may also use it if they want a court ruling in advance that a party or witness must appear in person. (Code Civ. Proc., § 367.75; Cal. Rules of Court, rule 3.672(h)(3).)
- 2. How to use this form.** This form is to explain to the court and the other parties the reasons for opposing a remote appearance or remote testimony at a trial or evidentiary hearing. If the opposition is to the testimony of certain individuals, item 3 should include their names and an explanation of why the opposing party believes their remote testimony or remote appearance should not be allowed. This form may *not* be used in juvenile dependency cases. (A party may file form RA-030 for those cases.)
- 3. Service and filing.** The opposition must be filed with the court and served on all parties and other persons entitled to receive notice of the proceedings. California Rules of Court, rule 3.672(h)(3) states when the opposition must be served and filed. There are different deadlines based on how much notice parties have of the trial or evidentiary hearing:
 - At least 5 court days before the trial or hearing date if a party gave or received at least 15 court days' notice of the trial or hearing date; or
 - By at least noon the court day before the hearing or trial date if a party gave or received less than 15 court days' notice of the trial or hearing date.

SAMPLE

Use this packet to fill out
your "BLANK" forms.

Do not file or write in this packet.

ATTORNEY OR PARTY WITHOUT ATTORNEY: STATE BAR NUMBER: NAME: Your Name FIRM NAME: Your Street Address STREET ADDRESS: City, State, Zip Code CITY: _____ P CODE: _____ TELEPHONE NO.: _____ FAX NO.: _____ EMAIL ADDRESS: _____ ATTORNEY FOR (name): _____	SAMPLE ONLY Do not write on this copy!
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Santa Clara STREET ADDRESS: 201 N. First Street, San Jose, CA 95113 MAILING ADDRESS: 191 N. First Street, San Jose, CA 95113 CITY AND ZIP CODE: San Jose, CA 95113 BRANCH NAME: Family Justice Center Courthouse	
PLAINTIFF/PETITIONER: Petitioner's Name (person who started the case) DEFENDANT/RESPONDENT: Respondent's Name OTHER CASE NAME: _____	Your Court Case Number
NOTICE OF REMOTE APPEARANCE	

You must use this form to tell the court you intend to appear remotely in a civil case, unless the court's website describes an online process for giving notice. You may also use it to give the required notice to all other parties in the case. (Do not use this form in a juvenile dependency proceeding.)

Check the court's website for information about how to appear remotely, including the departments and types of cases or proceedings that allow remote appearances and ways to appear remotely in their departments for such appearances.

See page 3 of this form for more information, including deadlines for giving notice and for opposing a remote appearance if this notice is for an evidentiary hearing or trial.

A person appearing remotely should conduct themselves as though appearing in court in person.

1. The person who intends to appear remotely is (check and complete all that apply):

- Plaintiff/Petitioner (name):
- Attorney for Plaintiff/Petitioner (name):
- Defendant/Respondent (name):
- Attorney for Defendant/Respondent (name):
- Other (name and role in case):

Choose one. Check the box for who you are in the case, for example, "Petitioner", or "Respondent."

2. The person or persons in 1 intends to appear remotely (check one):

Provide court hearing information such as date of hearing, time, department number and judicial officer, if known.

- a. Throughout the case.
- b. At the proceeding described below, including on any later dates if the proceeding is continued (describe):

Type of proceeding: _____
 Set on (date): _____ at (time): _____ in (department): _____
 Before (name of judicial officer, if known): _____

3. The person intends to appear by (check court's website for method that may be used):

- Videoconference Audio only (including telephone)

4. For evidentiary hearing or trial only (where testimony may be given): the party requests the following additional aspects of the proceeding be conducted remotely (describe what the party wants to be done remotely and why; attach form MC-025 if more space is needed):

SHORT TITLE: _____	CASE NUMBER: _____
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ATTACHMENT (Number) : to RA-010
(This Attachment may be used with any Judicial Council form.)

**YOU MAY USE THIS FORM TO EXPLAIN WHY
YOU NEED TO APPEAR REMOTELY AND
CANNOT COME IN-PERSON FOR THE COURT
HEARING.**

(If the item that this Attachment concerns is made under penalty of perjury, all statements in this Attachment are made under penalty of perjury.)

Page _____ of _____
(Add pages as required)

PLAINTIFF:	Petitioner's Name (person who started the case)	CA	Your Court Case Number
DEFENDANT:	Respondent's Name		

5. I agree to keep the proceeding confidential to the same extent as would be required if I were appearing in person.

Date:

(TYPE OR PRINT NAME)

(SIGNATURE)

Notice to Other Parties

Anyone intending to appear remotely must provide notice to all other parties by the deadlines stated in Cal. Rules of Court, rule 3.672, and described on the next page. Notice may be provided orally, electronically, or by giving the other parties this form in a way to ensure it is received by the applicable deadline. The party must tell the court this was done either by filing a proof of service (this may be done on forms POS-040 or POS-050 for electronic service) or by completing and signing the declaration below.

Declaration of Notice

I gave notice that I intend to appear remotely to the other parties or persons entitled to receive notice in this case as stated below. Complete one item below for each person notice was given to, and enter one of the following options for "Method of notice" in c.

- Mail: By mailing this form to the person (write the mailing address in d.)
- Overnight
- Electronic
- Phone: By
- In person

*******STOP*******

This section to be filled in after giving notice to the other party and/or their attorney. (Refer to Step 2 on the instructions.)

1. Plaintiff/Person
 a. Name:
 b. Date of notice:
 c. Method of notice:
 d. Address (mailing, in-person, or email) or phone number:

3. Defendant/Person
 a. Name:
 b. Date of notice:
 c. Method of notice:
 d. Address (mailing, in-person, or email) or phone number:

5. Other (specify):
 a. Name:
 b. Date of notice:
 c. Method of notice:
 d. Address (mailing, in-person, or email) or phone number:

6. Attorney for:
 a. Name:
 b. Date of notice:
 c. Method of notice:
 d. Address (mailing, in-person, or email) or phone number:

7. Other (specify):
 a. Name:
 b. Date of notice:
 c. Method of notice:
 d. Address (mailing, in-person, or email) or phone number:

8. Other (specify):
 a. Name:
 b. Date of notice:
 c. Method of notice:
 d. Address (mailing, in-person, or email) or phone number:

If more people were given notice, check here, attach form MC-025, titled as Attachment Notice, and add the information about how and when notice was given to each person.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date

(TYPE OR PRINT NAME)

(SIGNATURE)

Instructions for Giving Notice of Remote Appearance

(This page does not need to be filed.)

1. Court online procedures. Before using this form, check the court's website to see if that court has an online procedure for providing notice to the court of your intent to appear remotely instead. You can find a link to the website for each court at: <https://www.courts.ca.gov/find-my-court.htm>.

2. How to use this form. This form is intended for use in civil cases only (any cases not criminal or petitions for habeas corpus, other than petitions under Welf. & Inst. Code, § 5000 et seq.), to provide written notice of intent to appear remotely, to a court and the parties, as described in Code of Civil Procedure section 367.75. It is not needed in juvenile dependency hearings.

Check the court's website to determine how remote appearances work in that court before completing this form. If the court does not have an online procedure for giving notice to the court of intent to appear remotely, complete and file this form to give the court notice. If you intend to appear remotely throughout the case, you only need to file it once (check item 2a).

3. Notice to others. You may also use this form to show that you gave notice to other parties. You must give notice of your intent to appear remotely to all parties and other persons who are entitled to notice of the proceeding. (If you checked item 2a, you only need to give notice once. Otherwise, give notice to the court and others before each proceeding you intend to appear at remotely.) You can describe how and when you gave notice in the Declaration of Notice on page 2, or by filing a proof of service with the court.

4. When to file and give notice to others.

California Rules of Court, rule 3.672(g) and (h) state the deadlines by which you have to give notice of intent to appear remotely to the other parties and the court. (You can give notice earlier.) There are different deadlines:

For motions and proceedings in which people cannot testify

If a party gives or receives *at least 3 court days' notice* of the proceeding (including all regularly noticed motions):

- At least 2 court days before the proceeding.

If a party gives or receives *less than 3 court days' notice* of the proceeding (including ex parte applications):

- With the moving papers, if the notice to appear remotely is by the party that is asking for the hearing, or
- By 2 p.m. the court day before the hearing if the notice to appear remotely is by any other party.

Note: If a party misses these deadlines, they may still ask the court for permission to appear remotely.

For trials, including small claims trials, and hearings in which people may testify (evidentiary hearings)

If a party gives or receives *at least 15 court days' notice* of a trial or hearing date, and for all small claims trials:

- At least 10 court days before the trial or hearing date.

If a party gives or receives *less than 15 days' notice* of the trial or hearing (including hearings on protective orders):

- With the moving papers or at least 5 court days before the hearing, if the notice to appear remotely is by the party that is asking for the hearing; or
- By 2 p.m. the court day before the hearing if the notice to appear remotely is by any other party.

Note: If a party misses these deadlines, they may still ask the court for permission to appear remotely.

5. Opposition to remote appearances at trial or evidentiary hearing. If a party or witness has given notice of intent to appear remotely at a trial or evidentiary hearing (hearing at which people may testify), other parties in the action may oppose the remote appearance by filing *Opposition to Remote Proceeding at Evidentiary Hearing or Trial* (form RA-015). The opposition must be served on parties and other persons entitled to receive notice of the proceedings, by the deadlines summarized on that form. (Cal. Rules of Court, rule 3.672(h)(3).)

6. In-person appearance. A court may require any person to appear in person instead of remotely. (Code Civ. Proc., § 367.75(b).)

7. Recordings. No person may record a proceeding without first getting approval from the judge. (Cal. Rules of Court, rule 1.150(c).)

8. Accommodations for disability. If a party needs an accommodation for a disability, use form MC-410, *Disability Accommodations Request*, to tell the court about their needs. See form MC-410-INFO for more information.

9. Request for interpreter. If a party does not speak English well, ask the court clerk as soon as possible for a court-provided interpreter. Form INT-300, *Request for an Interpreter*, or a local court form may be used to request an interpreter. If no court interpreter is available, it may be necessary to reschedule the hearing or trial.

ATTORNEY OR PARTY WITHOUT ATTORNEY: STATE BAR NUMBER: NAME: Your Name FIRM NAME: Your Street Address STREET ADDRESS: City, State, Zip Code CITY: _____ CODE: _____ TELEPHONE: _____ EMAIL ADDRESS: _____ ATTORNEY FOR (name): Self-Represented	SAMPLE ONLY Do not write on this copy!
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SANTA CLARA STREET ADDRESS: 201 North First Street, San José, CA 95113 MAILING ADDRESS: 191 North First Street CITY AND ZIP CODE: San José, California 95113 BRANCH NAME: Family Justice Center	
PLAINTIFF/PETITIONER: Petitioner's Name (person who started the case) DEFENDANT/RESPONDENT: Respondent's Name OTHER CASE NAME: _____	CASE: Your Court Case Number
ORDER REGARDING REMOTE APPEARANCE	

The court makes the following orders regarding remote appearances:

- This order applies only to the proceeding described below, including on any later dates if the proceeding is continued:

Type of proceeding: **Explain what type of Court Hearing - For example, "Request for Order" or "Review"...**

Set of **Date of Court Hearing** (me): **Time of Court Hearing**

This order applies to all appearances in the above-referenced case unless otherwise ordered by the court.

- Participant(s) to appear in person.**

All parties must appear in person, unless specifically authorized to appear remotely at a subsequent date.

The following persons are required to appear or testify in person:

Name: _____ Role in Case: _____

- Participant(s) may appear through remote technology.**

The following persons may appear or testify through remote technology, subject to any requirements in Local Court and Administration Rules, Rule 9 and Family Local Rules, Rule 1, subd. (N). If the participant does not or cannot comply with the above rules, the participant may not appear remotely. Attempts to appear without complying with the rules above may result in a non-appearance or a delay in the proceedings.

Name: **Your Name** Role in Case: **Write if you are the Petitioner, Respondent or "Other Party."**

- Other Orders:**

Leave Blank

Date: _____

Leave Blank