

Dear Litigants:

As provided on your notice of hearing, your case has been set for video conference hearing.

WHAT YOU WILL NEED TO PARTICIPATE:

A desktop computer, laptop computer, tablet, or smartphone may be used for the hearing. A camera and microphone are required. Parties are recommended to download the Cisco Webex app for the hearing but not required, unless you are appearing by video on your smart phone or are prompted to download the app from a non-computer device. You can download the app from the Ninth Circuit Website at <https://ninthcircuit.webex.com/> You may also appear by phone using the phone number on the notice, with the access code: 2332 350 7701. IF YOU ARE APPEARING WITH VIDEO USE THE LINK FOR ALL DIVISION 29 VIRTUAL HEARINGS <https://ninthcircuit.webex.com/meet/29orange> AND PRACTICE AHEAD OF TIME.

HOW TO ACCESS CISCO:

1. Type the link into your browser (Edge, Safari, Google – not Internet Explorer). It must be typed exactly, so copying and pasting is best.
2. Type in your name and email address.
3. Click “Join meeting” button. The button is not available until you type in your name and email.
4. If you receive a message “join.ocnjcc.net” would like to access the microphone and camera, click “Allow.”
5. Wait for Court to admit you.

ON THE DATE AND TIME OF THE HEARING YOU WILL CLICK/ENTER THE DEDICATED LINK AS PROVIDED ON YOUR NOTICE OF HEARING

ONCE CONNECTED:

Before the hearing, make sure that you are properly named. When you sign in, be sure that the video and the audio are unmuted and that your camera is facing forward. The “mute” audio setting is usually found in the upper right corner of your video block.

No party or witness may use a virtual background, and the Court may require participants to share their surroundings to ensure that these procedures are followed.

ADMISSION TO HEARING:

1. Upon signing in, you will initially be placed in a “waiting room” for admission by the Hearing Host (the Court) and “admitted” into the hearing once your hearing is ready to begin.
2. Due to technical issues or scheduling, your hearing may not start on time. Nevertheless, you are expected to appear on time and remain in the waiting room until admitted.
3. The use of technology requires a rigid rule of speaking one at a time. If you fail to respond to the Court’s requests to stop speaking out of turn, then you will be muted.
4. Courtroom decorum rules apply. All parties, witnesses, and attorneys shall be dressed appropriately, and each party who appears for hearing shall appear for court from a quiet and private environment.

WITNESSES:

Witnesses may not be permitted entry into the virtual hearing room until it is their turn to testify. The start time of the hearing is not necessarily when witnesses will be called to testify. Witnesses need to anticipate being on standby for the duration of the hearing/trial.

It is the responsibility of the party (or their attorney) to ensure that each of their witnesses have the necessary technology to participate in the remote hearing and an interpreter, if needed.

INTERPRETERS:

Because Family Court is not considered a “Due Process” Court, interpreters are not provided. If a party or witness needs the assistance of an interpreter, then the litigant who needs the interpreter (or whose witness requires assistance) is responsible to provide a certified court interpreter. No minor child shall be permitted to serve as an interpreter.

**If you need an interpreter, you must bring one with you to the hearing.
(Si no entiendes el idioma de ingles, por favor traiga un interprete.)
(Si-w bezwen yon entèprèt, ou dwe mennen youn avèk ou nan tribinal-la)**