

**Temporary Procedures for Remote Appearance during Limited Courthouse Access**  
**Orange County Circuit Civil Division 34 only**  
**(Updated March 15, 2021)**

These procedures are in effect for all hearings noticed on or after June 15, 2020, during the limited closure of the courthouse unless extended by the judge. **All proceedings in Division 34 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 Procedure (Monday through Thursday at 8:45 a.m. unless it is otherwise noted in the instructions on JACS that the Judge is unavailable):**

Short matters will be heard with the parties/attorneys/court reporters appearing via **the Court's conference call information only**. The conference call number and code must be included in the notice of hearing. The court will call into the conference when ready to hear the matter, subject to time limitations.

The attorney noticing the hearing must provide at least 5-days' 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 must be provided to the judge at least 3 business days before the hearing, by email at [34orange@ninthcircuit.org](mailto:34orange@ninthcircuit.org). Failure to do so shall result in the hearing not being held.** The body of the email shall include the case number, style and date/time of the hearing. Courtesy copies should not be sent any sooner than 10 days prior to the hearing. If all parties are not on e-filing, the hearing packet must be received by the Court with copies and envelopes at least 3 business days prior to the hearing.

**Telephone Conference Instructions:**

Conference call number: 407-836-5646 or 1-800-346-8020. Participant Code: 526623#. 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 other on this conference call.
- Please mute your telephone until your case is called.

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

At the time of the emailed hearing confirmation, the JA will provide video or telephone connection information, which must be included on the Notice of Hearing. Courtesy copies are still required at least 3 business days before the hearing and may be provided in hard copy or by email, in pdf or Word, to [34orange@ninthcircuit.org](mailto:34orange@ninthcircuit.org). If sent by email, the body of the email shall include the case number, style and date/time of the hearing. Courtesy copies shall not be sent any sooner than 10 days prior to the hearing. Failure to timely provide courtesy copies may result in the hearing being cancelled.

**Video Conference Instructions:** 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.

**Video Conference Notes:**

*You will be entering a virtual waiting room before the hearing. The judge will admit you to the hearing when the hearing begins.*

**Evidentiary hearings:** Please notify the JA at the time of scheduling the hearing that the hearing will be evidentiary. All scheduled evidentiary hearings will need all documents that are intended to be admitted into evidence Bates stamped and provided in hard copy to chambers at least 5 business days prior to the hearing. Attorneys should arrange for the swearing of remote witnesses with the court reporter hired to attend the hearing.

**Bench Trials:** All scheduled bench trials will need all documents that are intended to be admitted into evidence Bates stamped and provided in hard copy to chambers at least 5 business days prior to the hearing. Attorneys should arrange for the swearing of remote witnesses with the court reporter hired to attend the hearing.