

**Procedures for Remote Appearance during Limited Courthouse Access  
Orange County Circuit Civil Division 40 only**

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 40 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 8:30 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 shall be included in the notice of hearing. 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 (with addressed, stamped envelopes for non-e-filing parties) must be provided to the judge at least 3 business days before the hearing.** Failure to do so shall result in the hearing not being held. If all parties participate in e-filing, courtesy copies in pdf or Word and the proposed order in Word may be provided by email to [40orange@ninthcircuit.org](mailto:40orange@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 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 (800)346-8020; Participant code: 927987#. 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.*

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

At the time of the emailed hearing confirmation, the JA will provide video information, including phone connection should a party not be able to participate by video, which shall 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 [40orange@ninthcircuit.org](mailto:40orange@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 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 3 business days prior to the hearing. Attorneys should arrange for the swearing of remote witnesses with the court reporter hired to attend the hearing.