



**SANTA BARBARA COUNTY SUPERIOR COURT
JUDGE TIMOTHY J. STAFFEL
DEPARTMENT SM 3**

INSTRUCTIONS FOR HEARINGS SCHEDULED IN OCTOBER 2020

DO NOT COME TO THE COURTHOUSE FOR YOUR HEARING

Your hearing will proceed by Zoom videoconferencing, or by Zoom audio if you do not have a device with video capability. **Please see the instructions below.** If you are unable to participate by either Zoom video or audio, please contact the department for direction at 805-614-6500.

For Zoom appearances:

The Meeting ID numbers are specific to the court departments and do not change. The Zoom passwords change on the first day of each month.

Zoom is a videoconference program. Your hearing is called a “meeting” in Zoom. You can access Zoom on your phone, tablet, or PC with an internet connection.

If you do not have access to a device with video capability, you can access the meeting with audio only, by dialing the number provided below.

Before your hearing date:

- Visit www.zoom.us for more information on how Zoom works and how you can join meetings. Zoom works on computer desktops and most smartphones.
- Test the Zoom audio and video functions on your device **before** your hearing. Visit <https://zoom.us/test> for more information on how to test your device.

On your hearing date – prior to the hearing start time:

- Log onto www.zoom.us through your internet browser or through the app on your mobile device.
- To join the hearing, click on “JOIN A MEETING”
- Enter the meeting ID number and password
- click “Join”
- If you do not have access to an electronic device with video capability, you can participate by telephone. **Dial 1-669-900-6833.** The Meeting ID and Password are the same as above

For hearings set in October 2020:

Meeting ID: 956 4988 5317

Password: 3305541

During the hearing:

- **The Court may terminate the remote appearance if participants do not comply with the below requirements:**
- Participants shall display their legal name used on the court paperwork on the videoconferencing screen;
- Participants shall ensure that they have sufficient battery power for the entire remote video appearance, including having a charger readily available, and access to enough cellular data and/or Wi-Fi for the duration of the remote video appearance;
- Participants must be in a stationary location, they must not be driving or be a passenger in a moving vehicle; including public transportation;
- Participants must ensure there is no background noise or disturbances from their location
- Participants appearing via camera must ensure they have consistent lighting, ensuring the participant can be seen;
- After you join the hearing, you will be placed into a “waiting room.” When the Court is ready to start the hearing, if your case is on the calendar, the Court will move you from the waiting room into the main hearing;
- Participants *shall not* record or broadcast the Zoom meeting;
- Participants *shall not* share their screens or give the Zoom meeting number and password to non-parties.
- Participants *must* act with the same degree of courtesy, decorum, use of appropriate language, and courtroom etiquette as required for a personal courtroom appearance
- Participants must dress appropriately and in the same manner as for a personal appearance in court, and not wear sunglasses or hats;
- Participants must not speak until it is their turn to speak or their case is called; speak slowly, avoid interrupting others, and identify themselves by name each time they speak

For assistance with Zoom:

Visit Zoom Support for more information at www.support.zoom.us