

REMOTE APPEARANCE ADMONITIONS AND INSTRUCTIONS FOR THE SAN FRANCISCO SUPERIOR COURT, UNIFIED FAMILY COURT

Under San Francisco Local Rules, rules 11.7(D)(4), 12.14, 13.16 (as authorized by California Rules of Court, rule 3.672(e)(1)), unless otherwise ordered by the Court, parties and their counsel are authorized to appear at a hearing, status conference, or trial in Departments 2, 3, 4, 5, 403, 404, 405, 406, 414, 416, and 425 in-person or remotely by video or telephone using BlueJeans (a remote video platform). It is not necessary for a party or attorney to file a Notice of Remote Appearance (RA-010) or a Request to Appear Remotely – Juvenile Dependency (RA-025) before making a remote appearance.

Special and mandatory procedures for non-party witnesses who intend to appear remotely at an evidentiary hearing or trial are set forth San Francisco Local Rules, rules 11.7(D)(4)(b), 12.14, and 13.6.

Procedures for objecting to a remote appearance by another party or witness at an evidentiary hearing or trial are outlined in San Francisco Local Rules, rules 11.7(D)(4)(d), 12.14, and 13.6.

Additional instructions for remote appearances in Department 416 can be found in the document entitled “Information on Title IV-D Remote Appearances in Department 416” which is posted on the Court’s website:

<https://www.sfsuperiorcourt.org/divisions/ufc>.

INSTRUCTIONS FOR JOINING A HEARING BY BLUEJEANS

- You may appear by video using BlueJeans by downloading the BlueJeans application to your mobile device or by navigating to the BlueJeans webpage at <https://www.bluejeans.com/>. Then, click on Join Meeting and enter the meeting ID and participant passcode. Note: Video appearances are preferred over telephone appearances.
- You may also appear by telephone using BlueJeans by dialing 1-408-419-1715 or 1-408-915-6290 and enter the meeting ID and passcode followed by #.
- The meeting ID and participant passcode should have been provided to you when the Request for Order, Notice of Motion, Response, or other conference notice was filed. This information can also be obtained by calling or emailing the department clerk of the courtroom in which you are to appear. The contact information for the department clerks can be found at:
<https://sfsuperiorcourt.org/divisions/ufc>.

ADMONISHMENTS

- PROHIBITION ON RECORDING: Do not record the hearing in any way. Any recording of a Court proceeding, including screen shots or other visual or audio copying of the hearing, is prohibited. Any violation is punishable to the fullest extent under the law, including but not limited to monetary sanctions up to \$1,000, restricted entry to future hearings, or other sanctions deemed appropriate by the Court.
- *DO NOT APPEAR IN PERSON AT THE COURTHOUSE IF YOU FEEL SICK*. If you feel sick, you are strongly encouraged to appear for the hearing, trial, or status conference remotely by BlueJeans.
- Find a quiet and private location to avoid background noise. Under no circumstances should you call from a moving vehicle. Use your best efforts to eliminate all visual and auditory distractions during the hearing.
- If logging on at home, ensure other household members (especially children) are not within earshot.
- When logging in, you must identify yourself by entering your first and last name.
- You must follow the same courtroom etiquette requirements, including appropriate attire, as if appearing in person. You may not consume food or drink, other than water, coffee, or tea, during the proceedings.
- The Court will manage and control the proceedings, including being the designated “moderator” of the video conference, and will exercise control over the various technological settings.
- If you have logged in to BlueJeans through video, your face must be clearly visible while you are speaking. Position your camera at eye level so that you are looking into the camera when speaking.
- You must pan the room with your video at any time requested by the Court.
- Virtual backgrounds and filters are not allowed.
- You may not use the “share screen” function unless the Court gives you permission.
- Do not put the call on hold (as music will play).
- When Court begins, you will be muted. Keep your audio muted when you are not speaking.
- If the judge asks you to speak, unmute yourself and state your name before you speak so that all participants know who is speaking. Only one person may speak at a time. Do not speak over another person.
- If you want to make an objection, you may raise your hand in addition to saying “objection”.
- Do not log off BlueJeans until the Court authorizes you to do so. If you need a break, make a request to the Court.
- If you are unable to log in to BlueJeans or if you are unable to reconnect to BlueJeans after being involuntarily disconnected, you must immediately call or

email the departmental clerk of the courtroom where your hearing is being held to inform them that you are experiencing technical difficulties. The contact information for the department clerks can be found at:

<https://sfsuperiorcourt.org/divisions/ufc>.

TIPS FOR PARTICIPATING IN A HEARING BY BLUEJEANS

- Make sure your device is fully charged or plugged-in so that you don't lose power.
- Ensure you have a strong WiFi connection.
- Use a supported web browser such as Chrome, Firefox, Microsoft Edge, Safari, or Opera.
- Use headphones with a microphone for optimum sound quality.
- If you are joining BlueJeans using your mobile telephone, disable notifications and incoming calls to avoid interruptions and distractions.
- Check your computer or other device at least 5 minutes before the hearing to ensure that your audio and video works.
- For a good connection if logging on at home, ensure other household members are not streaming during your hearing.
- Close all other programs not in use so they do not interfere with your connection or presentation.

ADDITIONAL RESOURCES

- BlueJeans Minimum System Requirements:
<https://support.bluejeans.com/s/article/Hardware-Components-for-BlueJeans-Rooms>
- BlueJeans Technical Requirements:
<https://support.bluejeans.com/s/article/BlueJeans-System-Requirements>
- How to Join a Meeting in BlueJeans from a Browser:
<https://support.bluejeans.com/s/article/Joining-a-meeting-using-your-Browser>
- How to Join a Meeting with the BlueJeans Desktop App:
<https://support.bluejeans.com/s/article/Video-Joining-a-Meeting-with-the-Desktop-App>
- Using the BlueJeans Mobile App: <https://www.bluejeans.com/blog/bluejeans-tip-using-the-mobile-app>