

UNIFIED FAMILY COURT NOTICE AND INSTRUCTIONS OF REMOTE HEARINGS

Participants may join BlueJeans via the app or the webpage at <https://www.bluejeans.com/>. Video appearances are preferred, but if a participant is unable to join by video, telephonic appearance is allowed.

- If you are joining by video, simply click on the Blue Jeans invitation link to join the hearing or go to <https://www.bluejeans.com/> and click the Join Meeting button and enter the meeting ID and participant passcode. When joining by video, selecting computer audio is recommended. Be sure to enter your full first and last name.
- If you are joining by phone, the clerk will transfer you into the Blue Jeans hearing.

This invitation link may be shared with your client and other participants who will be joining remotely.

Meeting URL

Meeting ID

Participant Passcode

Phone Dial-in

[+1.408.419.1715](tel:+14084191715) (United States(San Jose))

[+1.408.915.6290](tel:+14089156290) (United States(San Jose))

[\(Global Numbers\)](#)

Enter the meeting ID and passcode followed by #

Who may appear by BlueJeans?

All participants may appear remotely by video or by phone via Blue Jeans pursuant to Emergency Rules 3, 6, and 7, and if otherwise permitted by law, unless the judge orders you to come to court in-person. Video appearances are preferred, but if a participant is unable to join by video, telephonic appearance is allowed. Remote appearances are *optional*. The courtrooms are open, subject to any Public Health order in effect, including social distancing and face covering requirements.

DO NOT COME TO COURT IF YOU FEEL SICK. The Court may ask members of the public who are exhibiting visible symptoms of illness such as coughing to leave.

The Court will continue to limit the number of people in the courtroom to maintain social distancing. Youth and their parent/guardian and victims will be given priority for appearing in the courtroom. If the courtroom reaches maximum capacity, other participants will be instructed to join the hearing remotely.

Rules for Participation in Remote Hearings:

****PLEASE MUTE YOUR AUDIO WHEN YOU ARE NOT SPEAKING. (Press *4 to unmute yourself.)****

****STATE YOUR NAME BEFORE YOU SPEAK SO THAT ALL PARTICIPANTS ARE AWARE OF WHO IS SPEAKING. ONLY ONE PERSON SHOULD SPEAK AT A TIME.****

1. Instructions for joining Blue Jeans from your computer may be found here: https://pws-bluejeans-drive-prod.s3-us-west-2.amazonaws.com/file/joining_meeting_from_your_computer_guide_-_4-22-17.pdf
2. 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. Counsel are responsible for providing instructions and the Court’s orders to their clients and other participants on their side. Please see the attached technical requirements.
3. Counsel are responsible for conveying the Court’s orders for remote video participation to their clients or other remote participants on behalf of their clients. The District Attorney is responsible for conveying the Court’s orders and instructions for remote video participation to victims, complaining witnesses, and their families or support people.
4. Remote participants shall use their best efforts to ensure that there will be a clear video and audio transmission during the hearing. Counsel are responsible for ensuring that their clients have adequate familiarity with Blue Jeans. It is recommended that counsel have at least one test session with their client in advance of the proceeding.
5. All remote participants must use their full first and last name when signing on to Blue Jeans, unless joining by telephone only. The Court will ask each remote participant to identify themselves. If a remote participant does not identify themselves, the Court may remove that participant from the hearing.
6. All remote participants must follow the same courtroom etiquette requirements, including appropriate attire, as if appearing in person. Participants may not consume food.
7. Remote participants must call from a quiet and private location with a minimum of background noise. Remote participants should use best efforts to eliminate all visual and auditory distractions during the hearing.
8. The face of each remote participant must be clearly visible while speaking. To the extent possible, each remote participant’s webcam should be positioned at face level relatively close to the participant.
9. Remote participants must pan the room with their video at any time requested by the Court.
10. Should you be unable to appear by video as is *strongly* requested, and you appear by calling in only:
 - If you are using the audio only option, you may dial-in but in most cases, the clerk will transfer you into the Blue Jeans hearing
 - Do not put the call on hold as music will play, and you will be disconnected by the Court, and you will need to rejoin the Blue Jeans hearing.
11. **TECHNOLOGICAL DIFFICULTIES:** If a remote participant is disconnected from the video hearing or experiences some other technical failure, the participant must use best efforts to promptly re-establish the connection and shall take no action which threatens the integrity of the proceeding (e.g. communications with a third party relating to anything other than resolving the technical issue.) If the connection cannot be re-established within approximately five minutes, the Court may take steps to “pause” the hearing at which time counsel shall meet and confer in good faith to develop a joint proposal regarding how to proceed. If the Court deems it unfair to

any party to continue the remote hearing because of a technical failure, the Court may postpone or terminate the remote hearing at any time and take such other steps as may be necessary to ensure the fairness and integrity of the proceedings.

12. **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.

BlueJeans App Requirements

For the best BlueJeans experience, users should download and install our desktop software. [Click here](#) to learn more about the BlueJeans App.

Operating Systems:

- Windows - 10 & 7 (with SP1+)
- macOS - 10.11+
- Linux - RHEL v7.5, 7.6, 8.0, Fedora 28, 29, 30, CentOS 7, 8 and Ubuntu 18.04, 19.10

Hardware Requirements

Cameras: Almost all native (integrated) webcams are compatible with BlueJeans. Cameras connected via network (IP Cam) are currently NOT supported. External Cameras that have been tested are listed below.

- Logitech series
- Microsoft LifeCam series

Headsets and Microphones: [click here](#) to view BlueJean's recommended list. If you are using a laptop that is less than 5 years old, the integrated speakers and microphones on the laptop should suffice.

Processors Tested:

- Windows: Intel i3, i5, or i7 based PCs from a variety of manufacturers.
 - Note: Quad core or greater is preferred. CPUs with low clock speed may have lower video quality provided.
- Mac: MacBook, MacBook Pro, iMac, Mac Mini

A general rule of thumb is a PC or Mac computer that is no more than 5 years old should meet these requirements.

RAM: Minimum 4GB. 8GB+ recommended

Bandwidth Requirements: The following table outlines various scenarios and their expected, peak bandwidth utilization.

Scenario	Bandwidth Utilization
Content + Audio + Video being sent	Up to 4.5 Mbps

Content + Audio being sent	Up to 4.3 Mbps
Only content being sent	Up to 3 Mbps

To test your local networks speed please use [Speedtest.net](https://www.speedtest.net). Click GO and look at the Upload speed. The optimal upload speed is 4.5 Mbps. Based on local network traffic, quality of service may vary.

Note:

- The minimum bandwidth requirement to achieve 720p is 1Mbps.
- 750Kbps is recommended for an overall quality experience with audio and video over IP.

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