

SUPERIOR COURT of CALIFORNIA, COUNTY of VENTURA

DEPARTMENT J4

ZOOM APPEARANCE INSTRUCTIONS

Attorneys, parties, self-represented parties, and witnesses who appear for a proceeding calendared in Courtroom J4 may appear remotely by Zoom in accordance with statute, court rules, Department J4 Rules & Procedures, and these instructions. The Court allows Zoom appearances as a courtesy, and may require in-person appearances in accordance with [CCP 367.75\(b\)](#) and CRC [3.672\(d\)](#).

ZOOM APPEARANCES		
Zoom appearances <u>will not</u> be permitted for trials and evidentiary hearings unless authorized by the Court.		
You will be <u>denied</u> entrance to the hearing via Zoom unless you notify the Court by 4:00 p.m. the day before your hearing of your intent to appear remotely. Notify the Court by email to: courtroomJ4@ventura.courts.ca.gov with the subject line “Notice to Appear Via Zoom.” Include your name and affiliation with the case in the email. Copy the email to all counsel/self-represented parties who have appeared in the case.		
Schedule: Monday-Friday at 8:30 a.m.		
Dept.	Zoom Meeting Number	Passcode
J4	815 0930 0534	835771

FIFTEEN MINUTES BEFORE YOUR HEARING:

- Login to the Zoom Meeting for Courtroom J4.
- RENAME YOUR Device by your name & title (e.g., Jane Doe, Counsel for Plaintiff OR John Doe, Plaintiff) NOT Jane’s iphone or Samsung 3512.
- You may have to wait several minutes prior to being checked in by the judicial assistant.
- MUTE yourself once admitted to Courtroom J4 until your case is called.

AT THE HEARING:

- Conduct yourself as though appearing in court in person, to include court-appropriate demeanor, dress, and conduct.
- The Court will require you to turn your camera on during your appearance.
- Ensure sufficient technical capability and reliable internet connection to appear remotely.
- Eliminate background noise and distractions.
- YOU MAY NOT record any part of the proceedings, to include screen shots or any other form of audio or visual recording. ([CRC 1.150](#) & [Penal Code § 632](#))