

ADOPTION VIA ZOOM PROTOCOL

1. Agency/attorney/party to contact the clerk's office to schedule the adoption hearing.
2. When hearing is scheduled, agency/attorney/party:
 - a. Will submit all necessary paperwork including ADOPT-210 and 215 to clerk's office by appointment.
 - b. Inform the court if they need the court to set up a Zoom meeting or if they prefer to do so. (Those created by the parties can continue once the hearing is over, whereas the court must end the meeting immediately.)
 - i. If the parties will set up the Zoom meeting, they must provide the Zoom link to the court by Wednesday the day prior to the adoption hearing by email to Keri.Griffith@ventura.courts.ca.gov.
 - ii. If the parties prefer, the court will create a Zoom meeting for each adoption case.
3. The social worker/attorney will be responsible to provide adopting parents and child with Zoom link.
4. The parties can share the link with persons they would like to have participate in the meeting.
5. The social worker/attorney will assure that the adopting parents and children to be adopted will be visible to the court on Zoom.
6. It is recommended that the social worker/attorney and adopting parents conduct a test before the court hearing to make sure the adopting parents' connection to the internet is stable and adequate.
7. The social worker/attorney/party will provide a separate copy of the ADOPT-210 and ADOPT-215 to the adopting parents and child.
8. At the time of the hearing/Zoom meeting, the parties and social worker/attorney/party will be responsible for determining that all participants in the Zoom meeting/hearing are authorized. The court will not be responsible for determining if there are any unauthorized participants.
9. Participants in the meeting will be able to join before the host, so it will be incumbent on the parties to monitor who is joining the meeting to make sure there are no unauthorized participants.
10. The parties and agency/attorney shall inform the Zoom participants that when the court joins the Zoom meeting all participants except the adopting parents/children shall mute their Zoom.
11. The court will ask the adopting parents and child, if 12 years or older, to sign the ADOPT-210 in front of the Zoom camera.
12. The court will then sign a separate copy of the ADOPT-210 in court and sign the ADOPT-215.
13. The social worker/attorney/party will submit to the court ADOPT-210 signed by the adopting parents/child and the original. One or both of these copies will be attached to the ADOPT-210 signed by the court and filed.
14. If the social worker/attorney is appearing by Zoom, the Judicial Assistant will deliver the adoption order to the clerk's office for filing.
15. The social worker/attorney/party will need to submit the VS-44 Court Report of Adoption, signed by the parents, personally or by mail, to the clerk's office.

Appointments at the clerk's office are required and may be scheduled at
<https://calendly.com/vcsreservations/>.