

# SUPERIOR COURT OF CALIFORNIA COUNTY OF SAN FRANCISCO

400 McAllister Street, San Francisco, CA 94102

Phone: 415-551-4000 | Website: <https://sfsuperiorcourt.org>



## **ZOOM APPEARANCE PROCEDURE FOR CIVIL HARASSMENT**

If you would like to appear for your hearing by Zoom you will need to do the following:

1. At least **10** calendar days before the hearing you must obtain and submit the following forms to the Court:
  - Notice RE: Appearance by Zoom
  - Declaration Re: Appearance by Zoom
  - Order Re: Request to Appear by Zoom
2. If you have supporting evidence such as documents or pictures, send them to the opposing party at least **5** days in advance of the hearing and bring them with you the day of the hearing.
3. Parties reporting by Zoom should join by doing on of the following:

**Option #1:** Join ZoomGov Meeting:

<https://sftc-org.zoomgov.com/j/16041324666?pwd=L2R3dHhuWWQ3WEIBdXhpcEFudnJNz09>

**Option #2:** Log into your ZOOM account and enter:

Zoom meeting ID: 160 4132 4666 and Zoom password: 872834

**Option #3:** Dial in by phone at + 1 669-254-5252

Zoom meeting ID: 160 4132 4666 and Zoom password: 872834

On the day of your hearing, when you are appearing by Zoom, you **MUST** be on time. Roll call will be taken at 8:45 AM. If you are not present at roll call, the Court may continue, or in some cases dismiss your case. Be prepared to discuss your case as if you were present in Court. Please be respectful when others are speaking and remember to mute yourself until your case is addressed.

ATTORNEY OR PARTY WITHOUT ATTORNEY    STATE BAR: NAME: FIRM NAME: STREET ADDRESS: CITY AND ZIP CODE: E-MAIL ADDRESS: ATTORNEY FOR (NAME):	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO</b> STREET ADDRESS: MAILING ADDRESS: 400 MCALLISTER STREET, ROOM 103 CITY AND ZIP CODE: SAN FRANCISCO, CA 94102 BRANCH NAME:	
PLAINTIFF/PETITIONER:  DEFENDANT/RESPONDENT:	
<b>NOTICE RE: Appearance via Zoom</b> (Civil Harassment)	CASE NUMBER:  Hearing Date: _____ Time: _____ Department: 505

Party to appear by ZOOM (printed name): \_\_\_\_\_

Reason: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

OR

I am not a California resident; I reside in the state of \_\_\_\_\_.

I work outside of the State of California. I work in \_\_\_\_\_.

I live outside of the nine Bay Area counties (Alameda, Contra Costa, Marin, Napa, San Mateo, San Francisco, Santa Clara, Solano, Sonoma). I live in \_\_\_\_\_ county.

I am incarcerated at \_\_\_\_\_ jail/prison and will be incarcerated at the time of the court hearing.

Other extraordinary circumstances:  
 \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
 Signature  
 Printed Name: \_\_\_\_\_

ATTORNEY OR PARTY WITHOUT ATTORNEY    STATE BAR: NAME: FIRM NAME: STREET ADDRESS: CITY AND ZIP CODE: E-MAIL ADDRESS: ATTORNEY FOR (NAME):	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO</b> STREET ADDRESS: MAILING ADDRESS: 400 MCALLISTER STREET, ROOM 103 CITY AND ZIP CODE: SAN FRANCISCO, CA 94102 BRANCH NAME:	
PLAINTIFF/PETITIONER:  DEFENDANT/RESPONDENT:	
<b>DECLARATION RE: Appearance via Zoom</b> (Civil Harassment)	CASE NUMBER:  Hearing Date: _____ Time: _____ Department: 505

I gave notice of the Notice to Appear by Zoom to the:  Plaintiff  Defendant

On (date): \_\_\_\_\_ by:

Telephone call at (phone number): \_\_\_\_\_

Left a message

Unable to leave a message

Personal Delivery at (address): \_\_\_\_\_

\_\_\_\_\_ at: \_\_\_\_\_  AM  PM

Overnight mail/other overnight carrier, sent at: \_\_\_\_\_  AM  PM

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Other: \_\_\_\_\_

I declare under penalty of perjury that the foregoing is true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

ATTORNEY OR PARTY WITHOUT ATTORNEY    STATE BAR: NAME: FIRM NAME: STREET ADDRESS: CITY AND ZIP CODE: E-MAIL ADDRESS: ATTORNEY FOR (NAME):	
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO</b> STREET ADDRESS: MAILING ADDRESS: 400 MCALLISTER STREET, ROOM 103 CITY AND ZIP CODE: SAN FRANCISCO, CA 94102 BRANCH NAME:	
PLAINTIFF/PETITIONER:  DEFENDANT/RESPONDENT:	
<p style="text-align: center;"><b>ORDER RE: REQUEST TO APPEAR AT HEARING BY ZOOM</b> (Civil Harassment)</p>	CASE NUMBER:  Hearing Date: _____ Time: _____ Department: _____

Plaintiff's  Defendant's request to appear by Zoom at the hearing scheduled for \_\_\_\_\_ is hereby  GRANTED  DENIED.

The  Plaintiff  Defendant shall notify the  Plaintiff  Defendant of this order by any reasonable means, including by telephone, fax, or mail.

The  Plaintiff  Defendant shall send, no less than **three days** in advance of the hearing date, any documents, pictures, or other evidence concerning the case that you wish the Court to consider, so that the Court can review them prior to your hearing date.

On the day of your hearing, be prepared to discuss your case just as if you were present in court.

Date: \_\_\_\_\_

\_\_\_\_\_  
Judge of the Superior Court/Judicial Officer

ORDER RE: APPEARANCE VIA ZOOM