

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:** Log into your ZOOM account. Enter Zoom meeting ID: **830 2090 1284** and Zoom password: **906953**
 - Option #2:** Dial in by phone at **+ 1 669 900 6883**
 - Option #3:** Log in through the Courts' website at <https://www.sfsuperiorcourt.org/virtual-courtrooms> and select department 514

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):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO STREET ADDRESS: MAILING ADDRESS: 400 MCALLISTER STREET, ROOM 103 CITY AND ZIP CODE: SAN FRANCISCO, CA 94102 BRANCH NAME:	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	
NOTICE RE: Appearance via Zoom (Civil Harassment)	CASE NUMBER: Hearing Date: _____ Time: _____ Department: 514

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):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO STREET ADDRESS: MAILING ADDRESS: 400 MCALLISTER STREET, ROOM 103 CITY AND ZIP CODE: SAN FRANCISCO, CA 94102 BRANCH NAME:	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	
DECLARATION RE: Appearance via Zoom (Civil Harassment)	CASE NUMBER: Hearing Date: _____ Time: _____ Department: 514

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):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SAN FRANCISCO 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;">ORDER RE: REQUEST TO APPEAR AT HEARING BY ZOOM (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