

Telephone Number to Connect: (209) 992-5590 - Bridge Code: 6942 - Access code: 4178

- **Any recording** of the telephone conference court proceeding is **absolutely prohibited**. Violation of these prohibitions may result in sanctions deemed necessary by the court.

### **TELEPHONE CONFERENCE HEARING REQUIREMENTS**

Join the conference call by dialing in to the number listed above, when prompted enter the bridge code followed by the access code.

1. Be on time. You must join the telephone conference hearing at least 10 minutes prior to your scheduled hearing. Do not announce your presence until the court calls your case. Simply stay on the telephone line, even if there is only silence, until the Commissioner/Judicial Officer starts the hearings, and then continue to listen quietly until your case is called. The Commissioner/Judicial Officer will conduct a roll call and if you are not present, your matter will be dropped from the calendar or reset. Until your case is called, refrain from speaking. Speak one at a time and pause prior to speaking in case there is any audio lag.
2. If court has commenced, DO NOT INTERRUPT. The court must ensure that the statements of participants are audible to all other participants and the court staff and that the statements made by a participant are identified as being made by that participant. Parties will have an opportunity to speak when the Commissioner/Judicial Officer calls your case. If the telephone conference is in progress and you hear others talking, please be patient. The Commissioner/Judicial Officer will call on you when she is available.
3. You may be asked to call in from another phone if your connection is weak or creates static or other disruptive noise. Avoid using battery power only devices. Plug into a good power source during your hearing.
4. Please mute your phone when you are not speaking. If you need to speak, wait for an opportunity to speak arises without interrupting others, or a pause in the proceedings.
5. Do not put the court on hold if it will result in music or other noise. If available, set the phone to "Do Not Disturb" so it will not ring during the hearing.
6. Parties must appear in a quiet, private area with minimal background noise. Avoid noisy and echoing locations.
7. No children are allowed to be present for the hearing; only the parties and their attorneys. If at all possible, a caregiver should help keep your child occupied. It is not in the best interest of a child to be exposed to courtroom conflict between parents.

8. When it is time for you to speak, take your phone off the “speaker” option to minimize background noise and improve sound quality. Using a good quality headset (headphones with mic) will often help to ensure you can be heard, and can hear others with maximum quality. Position the electronic phone to minimize paper rustling. Do not use a keyboard or talk with others in the room. Be aware that telephone hearings may be amplified throughout the courtroom.
9. Whenever speaking, first identify yourself. When the court calls your case, it’s helpful if the moving party speaks first to avoid multiple parties speaking at the same time.
10. Provide any documents you want the court to consider prior to the hearing, preferably with your filed moving/opposition papers. Any documentary evidence that the parties wish the bench officer to consider must be emailed directly to the other party or that party’s attorney, if represented, and, if the matter is a DCSS matter, then to DCSS at least five days prior to the hearing, excluding any Saturday, Sunday, or holiday as provided for under Code of Civil Procedure section 135. The DCSS email address is [DCSSLegalTeam@sjgov.org](mailto:DCSSLegalTeam@sjgov.org). Failure to provide at least five court days’ notice of proffered documentary evidence may result in its exclusion. If no email exists for the opposing party or counsel, alternative methods of service must be used (e.g., text, mailing, or instant message). If there is a document the Commissioner/Judicial Officer requires you to submit the day of the hearing, you must send the document to the court at [familycourtclerks@sjcourts.org](mailto:familycourtclerks@sjcourts.org). Include your case name, number, and hearing date in the subject line of the email and make sure you cc the other party or their attorney or the Commissioner/Judicial Officer will not consider the document as it is an ex parte communication. The Commissioner/Judicial Officer will determine the sufficiency of any such alternative service method. The case name, number, and hearing date must be stated in the subject line of the email and the other party or their attorney must be cc’d in the email or the Commissioner/Judicial Officer will not consider the document as it is an ex parte communication.
11. Be prepared to provide the court with your phone number and your email address at the time of the hearing.
12. These telephone conference hearings may be abbreviated due to the limited ability to hear evidence under these circumstances. The Commissioner/Judicial Officer may make interim orders and your case could be continued for additional consideration at a later date.