

## Instructions for Remote Courtroom Appearances via Zoom

Appearing remotely is available for most court hearings in most case types. You will be required to give notice to the other party(ies) in the case if you intend to appear remotely. Unless a local rule is adopted, [CCP §367.75](#) and California Rules of Court, [rule 3.672](#) govern the procedures in remote proceedings.

Remote appearances with the Riverside Superior Court will be conducted via Zoom. Zoom can be utilized through a computer, tablet, telephone, cellphone, or other electronic or communications device. Follow the steps below for your preferred connection method to attend your court appearance via Zoom. For a full list of department meeting numbers, [click here](#).

Join via computer from the Court's website at [www.riverside.courts.ca.gov](http://www.riverside.courts.ca.gov)

- 1) Click on the "Remote Appearances" tile on the home page.
- 2) Select "Department/Courtroom Zoom Meeting Numbers".
- 3) Click on the meeting link (**Go to This Meeting**) associated with the department where you will be appearing.
- 4) Connect to audio using your telephone or computer audio.



Join via mobile device by downloading the Zoom application to your smart phone or tablet

- 1) Click "Join Meeting".
- 2) Enter the Meeting ID from the court's website.
- 3) Click on "Join".
- 4) Once you are admitted into the meeting, connect to audio using one of the options listed in the pop-up window.



Join via telephone by calling the phone number 1-833-568-8864 (toll-free) or 1-669-254-5252

- 1) A recording will ask you to enter the Meeting ID Number or Access Code. Enter the Meeting ID from the court's website followed by "#".
- 2) The recording will then ask you to enter the "Participant ID", since you do not have a participant ID you will enter "#".



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You should now be connected to Zoom in order to participate in the remote courtroom proceedings. You may be automatically placed in the waiting room and muted upon joining the meeting until checked in by the Courtroom Assistant.



Log into the Zoom meeting at least 20 minutes prior to your hearing time. If you do not log in on time, there may be a delay before you are able to speak during the hearing or the meeting may be locked and you will be unable to join once the proceedings have started.