

IMPORTANT INSTRUCTIONS FOR PROBATE ZOOM HEARINGS

Due to the ongoing COVID-19 pandemic and for the safety of all parties, Probate proceedings will be conducted remotely until further notice. Matters will be held by videoconference/phone during the COVID-19 crisis. All non-confidential hearings will be live streamed on the Fresno Superior Court YouTube page.

Although you may choose to appear in person at the courthouse, we strongly encourage you to participate remotely.

- Only the parties associated with a case will be able to enter the courthouse. All other individuals not directly involved in a case may watch the proceedings on the live YouTube feed.
- Judges and staff will appear remotely; other parties will appear remotely from the courtroom via the Court's video conference equipment.
- Appearing by Zoom is **free to all parties** and you may appear by video or by phone. Recording of any kind during the hearings strictly prohibited.
- Anyone appearing in person at the courthouse for a hearing must do the following;
 - Proceed through security screening before entering the building
 - Wear a mask at all times in the courtroom
 - Practice social distancing at all times, sitting only in marked places in the courtroom.

WHAT YOU NEED TO KNOW TO GET STARTED

To appear at your hearing remotely by Zoom video or phone you must do the following:

To access Zoom on a tablet or mobile device:

- Download the Zoom app (this is a free service)
- Select: Join a Meeting
- Enter meeting ID found on your **NOTICE OF CALENDAR SETTING**
- Enter your name
- Select: Join
- Enter Password found on your **NOTICE OF CALENDAR SETTING**

To access Zoom by phone:

- Under “Dial by your location” select the phone number closest to your city on your **NOTICE OF CALENDAR SETTING**
- Enter meeting ID found on your **NOTICE OF CALENDAR SETTING**
- Hit # to bypass participant ID number

Other Important information:

1. Since the court session will be held remotely using Zoom, no documents will be read or accepted by the Court during a hearing.
 - You must file any documents you want considered by the Court **no later than two (2) court days prior to the hearing.** If you do not file your documents before the hearing your matter may be continued or the information may not be considered.
 - You must file your Proof of Service with the Court **no later than two (2) court days prior to the hearing.**

2. You may appear by Zoom by video or phone by calling into the phone number provided on your **Notice of Calendar Setting**.

3. If you have any questions, please contact the Probate Zoom Coordinator by phone at (559) 457-1760 or by email at Probatezoomcoordinator@fresno.courts.ca.gov