

Probate Guidelines for a Remote Appearances

1. A Remote appearance for a Probate matter must be pre-approved by filing a Notice of Remote Hearing (RA-010) at least 5 days prior to the scheduled hearing.

A person appearing remotely must:

- Have sufficient internet speed and/or telephone connectivity to fully participate in all aspects of the hearing without disruption.
- Have the ability to clearly communicate with the court and all other participants at the hearing through a telephone, cell phone, microphone, headset or other similar device enabling a clear audio stream.
- If appearing by video, have a device capable of capturing and displaying a clear video stream.
- Have a location with limited background noise for the entire hearing.
- Ensure there are no interruptions or distractions for the duration of their appearance at the hearing. No other individual may appear with the participant or be heard during the hearing without prior court approval, other than when an attorney appears with their client from a common remote location.
- Observe the same degree of courtesy, decorum, and courtroom etiquette as required for an in-person appearance.
- Comply with California Rules of Court, Rule 1.150 that strictly prohibits any recording, reproduction or re-broadcasting of a court proceeding held remotely, including transcription, screenshots or other visual or audio copying of a hearing, is prohibited.
- Comply with any other instructions for remote appearances given by the judicial officer.

2. The court may reschedule or continue a remote proceeding if the requirements listed above are not satisfied or if a distraction or disturbance interferes with the hearing.

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 **Zoom Meeting Link**
- Enter your name
- Select: Join
- Enter Password found on your **Zoom Meeting Link**

To access Zoom by phone:

- Under “Dial by your location” select the phone number closest to your city on your **Zoom Meeting Link**
- Enter meeting ID found on your **Zoom Meeting Link**
- Hit # to bypass participant ID number

Other Important information:

1. Documents will not 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 **Zoom Meeting Link**.
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