

ATTORNEY OR PARTY WITHOUT ATTORNEY: STATE BAR NO.: NAME: FIRM NAME: STREET ADDRESS: CITY: STATE: ZIP CODE: TELEPHONE NO.: FAX NO.: E-MAIL ADDRESS: ATTORNEY FOR (name):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF/PETITIONER: DEFENDANT/RESPONDENT:	
NOTICE OF REMOTE APPEARANCE	CASE NUMBER:

This form must be used unless the court's website provides an online process for giving notice of intent to appear remotely.

Check the court's website for information necessary for persons to appear remotely, including the departments and types of cases or proceedings in which remote appearances are permitted, and the methods available for such appearance.

See page 2 of this form for more information, including deadlines for giving notice and for opposing a remote appearance if this notice is for an evidentiary hearing or trial.

1. The person intending to appear remotely is (check and complete all that apply):

- Plaintiff/Petitioner (name):
- Attorney for Plaintiff/Petitioner (name):
- Defendant/Respondent (name):
- Attorney for Defendant/Respondent (name):
- Other (name and role in case):

2. The proceeding is for (describe):

set on (date): _____ at (time): _____ in (department): _____
 before (name of judicial officer, if known): _____

3. The person intends to appear by (check method to be used, based on information provided about remote appearances on the local court's website):

- Videoconference Audio only (including telephone)

4. For evidentiary hearing or trial only: the party requests the following additional aspects of the proceeding be conducted remotely (describe what the party wants to be done remotely and why; attach form MC-025 if more space is needed):

5. I agree to preserve the confidentiality of the proceeding to the same extent as would be required if I were appearing in person.

Date:

_____ _____
 (TYPE OR PRINT NAME) (SIGNATURE)

Instructions for Giving Notice of Remote Appearance

- 1. Court online procedures.** Before using this form, check the court's website to see if that court has an online procedure for providing notice of intent to appear remotely instead. You can find a link to the website for each court at <https://www.courts.ca.gov/find-my-court.htm>.
- 2. Use of this form.** This form is intended for use in civil cases only (any cases not criminal), to provide written notice of intent to appear remotely to a court and parties, as provided in Code of Civil Procedure section 367.75. In juvenile dependency hearings use form JV-145 instead of this one. **Check in advance with the court to determine how to make arrangements for remote appearances.**
- 3. When to serve and file.** If there is not an online procedure for giving notice of intent to appear remotely, this form must be completed, served on all parties and other persons who are entitled to notice of the proceeding, and filed with the court. California Rules of Court, rule 3.672(f) and (g) provide when you have to serve and file. There are different deadlines for giving notice of intent to appear remotely, which are summarized below:

For motions and proceedings in which no oral testimony under oath may be provided

If a party gives or receives at least 3 days' notice of the proceeding (including all regularly noticed motions):

- | At least 2 court days before the proceeding, or,
- | By noon the court day before the proceeding if after receiving notice that another person will be appearing remotely.

If a party gives or receives less than 3 days' notice of the proceeding (including ex parte applications):

- | With the moving papers, if the notice to appear remotely is by the party that is asking for the hearing, or,
- | By noon the court day before the hearing if the notice to appear remotely is by any other party.

Note: If a party misses these deadlines, they may still ask court for permission to appear remotely.

For trials, and hearings in which oral testimony under oath may be provided (evidentiary hearings)

If a party gives or receives at least 15 days' notice of a trial or hearing date (including in small claims cases):

- | At least 10 days before the trial or hearing date; or
- | At least 5 days before the trial or hearing date if after receiving notice that another person will be appearing remotely.

If a party gives or receives less than 15 days' notice of the trial or hearing (including hearings on protective orders):

- | With the moving papers, if the notice to appear remotely is by the party that is asking for the hearing, or,
- | By noon the court day before the hearing if the notice to appear remotely is by any other party.

Note: If a party misses these deadlines, they may still ask court for permission to appear remotely.

- 4. Opposition to remote appearances at trial or evidentiary hearing.** If a party or witness has given notice of intent to appear remotely at a trial or evidentiary hearing (hearing at which oral testimony under oath may be provided), other parties in the action may oppose the remote appearance by filing *Opposition to Remote Proceedings at Evidentiary Hearing or Trial* (form CIV-022). The opposition must be served on parties and other persons entitled to receive notice of the proceedings, by the deadlines summarized on that form. (Cal. Rules of Court, rule 3.672(g)(3).)
- 5. In-person appearance.** Note that a court may determine that a personal appearance is required. (Code Civ. Proc., § 367.75(b).)
- 6. Recordings.** No person may record a proceeding without first obtaining permission from the judge. (Cal. Rules of Court, rule 1.150(c).)