



Superior Court of California County of Orange

Minor's Compromise Remote Appearances Process

UPDATE – Monday May 5, 2020

Video Appearance Process:

Parties will receive a notice of the date and time for the rescheduled hearing. Until further notice, all appearance will be conducted via video appearance through Microsoft Teams software that can be downloaded for free. The court strongly suggests that you download the Microsoft Teams software prior to the date of your hearing.

To appear by video:

1. From the Court's COVID-19 website, select Probate & Mental Health button to reach the Probate & Mental Health COVID-19 page.
2. In the box located at the top of the page, select the "Appear For Probate Hearings"

CLICK HERE TO APPEAR FOR PROBATE HEARINGS

button.

3. On the next page, click the link for the courtroom you are scheduled to appear or scroll down the page to locate the courtroom.
4. Locate the day of your appearance and click on the **time** you are scheduled to appear. Ensure you select the right day of the week and **time** of the day.
5. Upon clicking, you will be navigated to Microsoft Teams site.
6. If you have previously downloaded the Teams software:
 - Enter your name for the court to know you are connected. If you are an attorney also enter the party you present. For example:
 - Attorney Smith for G. Jones matter
 - G. Jones, party
 - Select "Join as a Guest" and you will be navigated to the video page and wait to be admitted into the session
7. If you have not previously downloaded the Teams software,
 - You will be promoted to download, follow the steps on your device

- Once download is complete, enter your name as noted on #6 and select “Join as a Guest” and you will be navigated to the video page and wait to be admitted into the session

Tips while appearing via video:

1. You will wait in the video lobby until the court is ready to admit you. Please be patient.
2. All individuals participating in this video session will be able to hear one another unless you place your microphone on mute.
3. If you have background noise, mute your speaker when your case is not being heard to not disrupt proceedings. You must unmute yourself when your case is called.
4. The Court has the ability to mute anyone during this hearing. If the Court mutes you, you will have to unmute yourself before the Judicial Officer can hear you again.
5. To mute your microphone, tap or click your screen or move your mouse to have the control panel appear on your screen.
 - If the microphone icon does not display as slash , everyone can hear you. To mute, click on the microphone icon.
 - If the microphone icon displays a slash , everyone cannot hear you. To unmute, click on the microphone icon.
 - If the court takes a recess during your session, you will see the Court symbol on the screen. Please be aware that although you do not see the courtroom, the court can still see and hear you.
6. If at any time you become disconnected from the hearing, please rejoin the meeting through the same link and you will be re-admitted into the video session.