

## Video Conference Rules – Department L-611

For the next court hearing, the Judge orders you to appear by video conference using the video conferencing platform known as **Microsoft Teams**™ ("**Teams**"). Do not appear "in person" but instead, follow the **Teams** instructions posted on the court's public web site ([www.occourts.org](http://www.occourts.org)) and attached to your video conference invitation.

**Before** the scheduled video conference, the parties are directed to meet and confer by any practical means and discuss settlement and or narrow disputes. See CRC 5.98. The meet and confer is **MANDATORY** and confidential.

### NOTE

**The day before the video appearance each side shall prepare a proposed ruling(s), or if applicable a proposed order, and serve the same on the other party and lodge with the court; see court's email mailbox (L611@occourts.org). Doing so informs the judge regarding the specific relief each side is requesting.**

During the Teams video conference parties and counsel must:

1. Respect the judge's time restrictions, AND during the video appearance, avoid cross talk impairing the court reporter's ability to accurately report the proceedings.
  - a. Note: The only allowable record of the proceedings is the court's minute order and the court reporter's transcript. **No party, attorney or witness may record the proceedings by any means. Any recording of the proceedings may result in criminal and or civil penalties. CRC 1.150.**
2. Be prepared to address the merits of the pending motion or the reserved issue(s) and present admissible evidence.
  - a. The parties are required to comply with FC § 217.
  - b. The parties are required to exchange exhibits and exhibits (PDF format) delivered to the court by email: L611@occourts.org.
3. During the video conference, be prepared to discuss prospective case management and any use of any Alternate Dispute Resolution (ADR) processes, such as binding or non-arbitration, settlement conferences, appointment of special master(s) and or submitting any pending matter (for ruling) based on pleadings and declarations. Whenever possible, let's search for solutions and otherwise, resolve pending issues fairly and efficiently and reduce courtroom (adversarial) proceedings.

**Please be sure during your Hearing that you are in a quiet area (not driving) and have a strong Internet signal, these delays may result in a continuance of your hearing.**