

PROCEDURES AND GUIDELINES
GOVERNING VIDEO
AND TELEPHONIC APPEARANCES VIA ZOOM

In the U.S. Bankruptcy Court for the Eastern District of California, judges may conduct court proceedings remotely by videoconference using the Zoom for Government platform. Parties in interest and members of the public may appear by video for law and motion or status conference proceedings free of charge.

Each judge in this district may have different guidelines for evidentiary hearings/trials, which may be the subject of a separate court order.

To appear remotely for law and motion or status conference proceedings, you must comply with the following guidelines and procedures:

1. Before appearing, review the pre-hearing dispositions at: <https://www.caeb.uscourts.gov/Calendar/PreHearingDispositions>.
2. You are required to give the court 24 hours advance notice and provide (a) the matter number, (b) your full name and whom you represent, if applicable, and (c) the phone number that will be used during the hearing.
 - a. To provide this information to the court, please contact the Courtroom Deputy at lastreto_virtual@caeb.uscourts.gov
3. Join the ZoomGov hearing at least 10 minutes prior to the scheduled hearing time to ensure that your equipment works and that you can connect to Zoom.
4. You must be aware that video hearings are official court proceedings, and you should act accordingly.
 - a. Proper dress and decorum are required.
 - b. Virtual backgrounds are allowed to safeguard privacy. Do not use backgrounds that are offensive or distracting.
5. Zoom Chat is disabled and is not permitted during court proceedings. If there are any questions, please contact the Courtroom Deputy at lastreto_virtual@caeb.uscourts.gov. The courtroom deputies may not be available during court proceedings and will respond at their earliest convenience.

6. When appearing for a matter by video, your camera should be turned on. However, if you are only listening to the proceeding, turn your camera off, remain mute, and type "Listen Only" at the beginning of your ZoomGov display names.
7. Do not speak until called on by the judge so parties are not talking simultaneously.
8. State your name when first speaking and after someone else has spoken. If you are an attorney, state whom you represent. The court is recording all hearings. If a transcript is requested, it may be easier for the transcriber to know who is speaking if the speaker is identified. Do not present any argument until asked to do so.
 - a. When presenting an argument, please pause from time to time so that the judge can ask questions and/or permit parties to object.
 - b. If the judge does not see that you want to speak or forgets to call on you, please say so when other parties have finished speaking. Please do not send a "chat" message because it is unavailable.
10. [Click here](#) for Zoom Video and Zoom Phone appearances tips.