

Judge Reyes Bordeaux's Procedures for Video & Telephonic Appearances via ZoomGov Audio & Video

Effective November 1, 2023, Judge Reyes Bordeaux will conduct in-person hearings.

Information for ZoomGov Hearings

However, parties in interest (and their counsel) may continue to participate in most hearings remotely using ZoomGov audio and video. For ZoomGov hearings, the first page of Judge Reyes Bordeaux's publicly posted [hearing calendar](#) will provide ID and Password information for ZoomGov. The calendar is posted to the public at least 2 weeks prior to the hearing.

You may appear by video or audio via ZoomGov using a **personal computer** (which has a camera, microphone, and speaker), or a handheld mobile device (such as an iPhone and/or Android phone). You may also participate by ZoomGov via audio only by using a **telephone** (standard telephone charges may apply).

A ZoomGov account is not necessary for remote access, and no pre-registration is required. Remote access through ZoomGov is **free of charge**. The audio portion of each hearing will be recorded electronically by the Court and this audio recording constitutes its official record.

Unless otherwise ordered by Judge Reyes Bordeaux, no party or witness may appear remotely for any trial or evidentiary hearing.

MEMBERS OF THE PUBLIC AND THE PRESS MAY ONLY CONNECT TO THE ZOOM AUDIO FEED, AND ONLY BY TELEPHONE. ACCESS TO THE VIDEO FEED BY THESE INDIVIDUALS IS PROHIBITED.

NOTE: IF A PERSON CANNOT BE IDENTIFIED BY THE COURT CLERK DURING THE PRE-HEARING CHECK-IN, THE PARTY WILL BE DISCONNECTED AND REMOVED FROM THE ZOOM HEARING.

IN THE CASE OF A TRIAL OR EVIDENTIARY HEARING, NO AUDIO ACCESS WILL BE PROVIDED. HOWEVER, MEMBERS OF THE PUBLIC AND THE PRESS MAY OBSERVE SUCH PROCEEDINGS IN PERSON.

ALL PERSONS (OTHER THAN AUTHORIZED COURT STAFF) ARE STRICTLY PROHIBITED FROM MAKING ANY AUDIO OR VIDEO RECORDING OF COURT PROCEEDINGS, BY ANY MEANS. VIOLATION OF THIS PROHIBITION MAY RESULT IN THE IMPOSITION OF MONETARY AND NON-MONETARY SANCTIONS.

Remote access is a privilege. Judge Reyes Bordeaux reserves the right to suspend or discontinue any party's remote access privileges in her discretion. Further, although Judge Reyes Bordeaux makes remote access available, any party or counsel choosing to appear remotely takes the risk of any delay, malfunction, or disconnection from the hearing.

Frequently Asked Questions for a Successful ZoomGov Court Experience

1. How do I mute my phone when I attend a hearing remotely via ZoomGov?

If connected to ZoomGov audio by telephone, you can mute or unmute your connection by **pressing *6** on your phone.

2. Why do I need to mute my phone when I'm not speaking?

Please mute your audio to minimize background noise and to enable the court to have a clear record of the proceeding until it is your turn to speak.

3. How can I improve the sound quality when I'm attending the hearing remotely?

If available, a headset-microphone often provides better sound quality for listening and speaking. If you are connecting to the hearing using a wireless device, you should find a location with a strong wireless signal. And if you intend to speak at the hearing, please find a quiet place from which to participate. If you appear by video, try to avoid having a window or bright background behind to avoid appearing on video as a shadow. If you cannot avoid the bright background, try using a desk lamp or other light source to brighten your face.

4. Can I test my computer or mobile device capabilities to make sure it will work on the day of the hearing?

You can test the video and audio capabilities of your computer or mobile device before the hearing (i.e., at least one day in advance). You can click on the ZoomGov meeting link posting for the hearing and/or check your video and audio using the ZoomGov app.

5. How do I make an appearance in court when I appear remotely?

Each and every time you speak please say your name so that we can have a clear record. This may seem awkward but **it is essential** to making a good court record. The only part of the hearing being recorded is the audio. If a transcript is requested, it may be difficult for the transcriber to know who is speaking if someone has not first stated their name for the record.

6. Are there any other things I should know about appearing remotely regarding attire and virtual backgrounds?

Please remember that hearings are official court proceedings, and individuals should act accordingly even when appearing remotely.

- a. **Attire:** If you are appearing by video, please wear attire consistent with the decorum of court proceedings.
- b. **Virtual Backgrounds:** ZoomGov permits the use of virtual backgrounds to safeguard your privacy. If you choose to use a virtual background, please avoid backgrounds that are offensive or distracting.

7. Can I display my name when appearing by ZoomGov?

ZoomGov video participants may list a display name. If using video, please spell out your complete name to assist the Court in creating a record of the proceedings.