

**Judge Deborah J. Saltzman's
Procedures for Remote Appearances**

Hearings before Judge Saltzman may be made in person or by remote or phone connection through ZoomGov.

ALL ATTORNEYS AND PARTIES MUST REGISTER APPEARANCES NO LATER THAN 12:00 NOON THE DAY BEFORE THE HEARING BY EMAIL AS FOLLOWS:

To:	Chambers_DSaltzman@cacb.uscourts.gov
Subject:	Registration – [Zoom or Phone or In Person]
Body:	Hearing date and time
	Calendar number on which you are appearing
	Debtor name and case number
	Adversary proceeding name and number (if applicable)
	Name of the party/client appearing
	Attorney's full name and SBN
	Phone number (if participating by phone, the number from which you will call)
	If any client or non-attorney representative will be observing, that person's full name, role, and phone number

IF YOU DO NOT REGISTER, YOU WILL NOT BE PERMITTED TO ATTEND THE HEARING

Registered parties in interest may connect to the ZoomGov video and audio feeds, free of charge. Participation by ZoomGov video and audio may be via personal computer (equipped with camera, microphone and speaker), a handheld mobile device (such as a tablet, iPhone, or Android phone), or by audio only using a telephone (standard telephone charges may apply).

Registered observers and members of the public may connect remotely by telephone to the audio feed only (standard telephone charges may apply).

Neither a Zoom nor a ZoomGov account is necessary to participate. The audio portion of each hearing will be recorded electronically by the court and constitutes its official record.

ZoomGov video and audio connection information for each hearing will be provided on Judge Saltzman's publicly posted hearing calendar, which may be viewed online at: <http://ecf-ciao.cacb.uscourts.gov/CiaoPosted/?jid=DS>

Tips for a More Successful ZoomGov Court Experience

1. Test the video and audio capabilities of your computer or mobile device in advance of the hearing (*i.e.*, at least one day in advance).
 - Click on the ZoomGov meeting link posting for the hearing and/or check your video and audio using the ZoomGov app.
2. If you intend to speak at the hearing, please find a quiet place from which to participate.
3. If you are connecting to the hearing using a wireless device, situate yourself in a location with a strong wireless signal.

4. Unless and until it is your turn to speak, please mute your audio to minimize background noise.
 - If connected to ZoomGov audio by telephone, you can mute or unmute your connection by pressing *6 on your phone.
5. When you first speak—and each time you speak after someone else has spoken—please say your name. This may seem awkward but 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 is sometimes difficult for the transcriber to know who is speaking.
6. If you are participating by video, try to avoid having a window or bright background behind you (a bright background can make you appear on video as a silhouette or shadow). If you cannot avoid the bright background, try using a desk lamp or other light source to brighten your face.
7. If you are participating by video using a personal computer, you may separately connect to the audio feed by telephone (for improved audio) using the call-in information provided for the hearing.
 - If you do this, please connect to the video feed first. In the ZoomGov app, you will be assigned a Participant Code. Use this code to associate your video and audio feeds.
8. If available, a headset-microphone often provides better sound quality for listening and speaking.
9. Participants and members of the public should at all times remember that although conducted remotely, these hearings are official court proceedings, and individuals should act accordingly.
 - If video is enabled, please wear suitable attire. A suit isn't necessary, but "business casual" would be appropriate.
 - 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.
10. ZoomGov video participants are permitted to specify a display name. If using video, please specify your complete name to assist the court in creating a record of the proceedings.