

**NOTICE OF VIDEO AND TELEPHONIC APPEARANCE PROCEDURES
FOR
JUDGE THEODOR C. ALBERT'S CASES**

Due to the COVID-19 outbreak, Judge Albert has modified his prior telephonic hearing procedures. The court encourages appearance by phone or video on all matters other than evidentiary hearings and trials, which will be subject to separate order of the court.

Unless otherwise noted on the Court's publicly posted hearing calendar, telephonic appearances may be arranged through CourtCall by calling (866) 582-6878. Please be advised that CourtCall has announced reduced fees for attorneys to use CourtCall and free access for parties who do not have an attorney – pro se or self-represented litigants through August 31, 2020.

The Court's publicly posted calendar will specify when ZoomGov is to be used for telephone and video appearances. Hearing participants and members of the public may view and listen to hearings before Judge Albert using ZoomGov free of charge. Video and audio connection information for each hearing will be provided on Judge Albert's publicly posted hearing calendar, which may be viewed online at: <http://ecf-ciao.cacb.uscourts.gov/CiaoPosted/default.aspx> and selecting "Judge Albert" from the tab on the left side of the page.

Individuals may appear by ZoomGov video and audio using a personal computer (equipped with camera, microphone and speaker), or a handheld mobile device (such as an iPhone). Individuals may participate by ZoomGov audio only using a telephone (standard telephone charges may apply). Neither a Zoom nor a ZoomGov account are necessary to participate and no pre-registration is required. The audio portion of each hearing will be recorded electronically by the Court and constitute its official record.

Tips for a 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).

- You can do this by clicking 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, you should situate yourself in a location with a strong wireless signal.
 4. Dial in or connect early so that you have time to check in and make adjustments to your screen name, etc. before the hearing begins. This becomes very difficult if everyone waits until the last minute to dial in.
 5. Unless and until it is your turn to speak, please mute your audio to minimize background noise. Consider keeping your video off until your matter is called.
 - If connected to ZoomGov audio by telephone, you can mute or unmute your connection by pressing *6 on your phone.
 6. 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.
 7. If you are participating by video, try to avoid having a window or bright background behind you. (You may, as a result, appear 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.
 8. 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.
 9. If available, a headset-microphone often provides better sound quality for listening and speaking.

10. 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 attire consistent with the decorum of court proceedings.
 - 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.
11. ZoomGov video participants are permitted to specify a display name. If using video, please specify your calendar number, first initial and last name, and client name (ex. 5, R. Smith, ABC Corp.) to assist the Court in creating a record of the proceedings.