# **How to Access a Virtual Hearing**

#### If your hearing is scheduled via CourtCall:

- Select Civil matters are heard via CourtCall.
- Arrangements to appear by telephone or video must be made as soon as possible by contacting CourtCall by phone at 888-882-6878 or online at <u>CourtCall.com</u>.
- CourtCall charges a fee for making the arrangements. If you have obtained an approved Order on Court Fee Waiver (<u>FW-003/FW-003-</u> <u>GC</u>), CourtCall may not require a fee. It is your responsibility to inform CourtCall that you have an approved Order to avoid being charged.

# If your hearing is scheduled via Microsoft Teams:

- Using a desktop computer or laptop: click <u>here</u> to access a tip sheet on how to download Microsoft Teams to your computer or click <u>here</u> to view a stepby-step video.
- Using a smartphone mobile device or tablet: click here to access a tip sheet on how to download Microsoft Teams to your mobile device or click here to view a step-by-step video.

If you don't have a computer or smartphone, Microsoft Teams hearings can be accessed by calling the corresponding conference call phone number.

If you do not have a telephone and/or if your type of hearing will require video presence, the Court has established Audio/Visual Access Rooms in each courthouse. These rooms are designed to allow people who do not have access to a computer or smartphone to use the Court's equipment for their hearing. Please note that the Audio/Visual Access Rooms are limited in capacity and not entirely private.

# Case-specific instructions for virtual hearings:

# Civil - sdcourt.ca.gov/Civil

- <u>Civil Restraining Order Virtual Hearings</u> (excluding Domestic Violence Restraining Orders see Family)
- Limited Civil Virtual Hearings
- <u>Civil Independent Calendar Virtual Hearings</u>
- Small Claims Virtual Hearings
- <u>Small Claims Trial de Novo Virtual Hearings</u> (Small Claims Appeals)
- <u>Unlawful Detainer Virtual Hearings</u>

#### Criminal - sdcourt.ca.gov/Criminal

- Contact your attorney for details on pending criminal cases
- Out-of-Custody Virtual Hearings
- <u>Military Diversion Virtual Hearings</u>

#### Family - sdcourt.ca.gov/Family

• <u>Family Law Virtual Hearings</u> (including Domestic Violence Restraining Orders)

#### Juvenile - sdcourt.ca.gov/Juvenile

 Contact your attorney for details on pending juvenile cases

# Probate - sdcourt.ca.gov/Probate

Probate Virtual Hearings

# Traffic - sdcourt.ca.gov/Traffic

<u>Traffic & Minor Offense Virtual Hearings</u>

# Appeals - sdcourt.ca.gov/Appeals

- Appellate Division Virtual Oral Arguments
- <u>Appellate Division Traffic Virtual Arguments</u>

