



# Superior Court of California County of Colusa

**JEFFREY A. THOMPSON**  
PRESIDING JUDGE

532 Oak Street  
Colusa, CA 95932

**ERIKA F. VALENCIA**  
COURT EXECUTIVE OFFICER  
CLERK OF THE COURT  
JURY COMMISSIONER

**ELIZABETH UFKES OLIVERA**  
ASSISTANT PRESIDING JUDGE

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## Colusa County Superior Court Virtual Courtroom Rules and Responsibilities

In response to the COVID-19 state of emergency and to provide access to the Court under shelter in place orders, Colusa Superior Court has provided the option of virtual court in some case types. The virtual courtroom, under the supervision of the Judge presiding, has the authority to exclude persons who fail to comply.

### **1. Be on time**

Please ensure all equipment is fully tested in advance so that you are ready when court starts. Colusa Superior Court is not responsible to provide technical assistance.

For detailed audio/video guidelines and troubleshooting:

<https://support.zoom.us/hc/en-us/articles/201362283-Testing-computer-or-device-audio>

If you experience echo-specific problems with your audio connection:

<https://support.zoom.us/hc/en-us/articles/202050538-Audio-Echo-In-A-Meeting>

### **2. Properly introduce yourself**

When signing onto the virtual courtroom, please type your full name so that you can be properly identified.

**Example:** First Name, Last Name (Agency)

**Agency:** DA = District Attorney, PD = Public Defender, CC = County Counsel, PATTNY = Plaintiff/Petitioner Attorney, DATTNY = Defendant/Respondent Attorney, PP (Pro-per).

**Witness:** First Name, Last Name (witness for \_\_\_\_\_)

If you make a mistake or are asked to fix your name, click on the Participants icon at the bottom of the Zoom window; hover over your name; click More; select Rename.

### **3. Frame the camera correctly**

When you're on video make sure to: a. Frame your camera in a way that feels natural and allows you to look directly at the camera. b. Choose a spot where the background is courtroom appropriate and with no bright lights behind you. c. Always speak into the computer microphone and do not get up and walk around during hearings. d. Turn your camera off unless actively participating in the hearing, this will reduce the number of concurrent participants on the screen.

**4. Wear Court-appropriate attire**

All persons who appear in any virtual courtroom shall dress appropriately as if they were appearing in person in a traditional courtroom setup. The following shall not be worn while appearing via Zoom: sunglasses, hats, tank tops, or any other attire inconsistent with the traditional dignity of the court.

**5. Mute yourself when not speaking**

Even though you may not be speaking and think you are being quiet, most microphones (including phones) can pick up minor background noises, like coughs, sneezes, paper handling, or typing. These sounds can easily distract other participants, including the court reporter who might not be able to properly transcribe the proceeding.

**6. Let everybody know who is speaking**

In the virtual world it is very important that participants know who is talking. Please start speaking by stating your name, and then speak slowly and as clearly as you can. This will help the Judge, clerk, court reporter, and everyone else to understand what you are saying.

**7. No recording or broadcasting allowed**

Photographing, videotaping, televising, or otherwise recording any virtual court proceeding is prohibited unless a written request has been filed and approved by the Judge presiding at the proceeding prior to the commencement of the proceeding. No one may transmit, record, or take pictures in any portion of the Zoom session except as permitted by these rules and Rule 1.150 of the California Rules of Court.