

**SUPERIOR COURT of CALIFORNIA, COUNTY of VENTURA
DEPARTMENT 21
ZOOM APPEARANCE INSTRUCTIONS
(Effective January 2, 2025)**

Attorneys, parties, self-represented parties, and witnesses who appear for a proceeding calendared in Courtroom 21 may appear remotely by Zoom in accordance with [Code of Civil Procedure § 128](#) and [§ 367.75](#), [California Rule of Court 3.672](#), [Local Rule 7.06](#), [Department 21 Rules & Procedures](#) and these instructions. The Court may require in-person appearances in accordance with [CCP 367.75\(b\)](#) and [CRC 3.672\(d\)](#).

<p style="text-align: center;">UNLAWFUL DETAINER MATTER ZOOM APPEARANCES</p> <p>Parties to unlawful detainer matters may appear by Zoom, including for court trials.</p> <p style="text-align: center;">Mondays at 8:30 a.m. Ex Parte Hearings M-F at 8:30 a.m.</p>	<p style="text-align: center;">CIVIL MATTER ZOOM APPEARANCES (Other than Unlawful Detainer)</p> <p>Unless authorized by the Court, Zoom appearances will not be permitted for trials and evidentiary hearings.</p> <p style="text-align: center;">Tuesday-Friday at 8:30 a.m. Ex Parte Hearings M-F at 8:30 a.m.</p>
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FOR ALL ZOOM APPEARANCES IN DEPARTMENT 21:

THIRTY MINUTES BEFORE YOUR HEARING:

- Download the Zoom app for your smartphone or tablet from the App/Play store.
- For computers or laptops, go to www.zoom.us/download
- Use the Test Meeting feature in advance of your hearing date.
- Find a place where you won't be interrupted during the hearing.
- Zoom help can be found at: <https://support.zoom.us>

FIFTEEN MINUTES BEFORE YOUR HEARING:

- Login to the Zoom Meeting for Courtroom 21:

Dept.	Zoom Meeting Number	Passcode
21	892 7831 0800	529428
Zoom Meeting Link Here		

- RENAME YOUR Device by Name & Title (e.g., Jane Doe, Counsel for Plaintiff OR John Doe, Plaintiff) NOT Jane's iphone or Samsung 3512.
- You may have to wait several minutes prior to being checked in by the judicial assistant.
- MUTE yourself once admitted to Courtroom 21 until your case is called.

AT THE HEARING:

- Conduct yourself as though appearing in court in person, to include court-appropriate demeanor, dress, and conduct.
- Ensure sufficient technical capability and reliable internet connection to appear remotely.
- Eliminate background noise and distractions.
- YOU MAY NOT record any part of the proceedings, to include screen shots or any other form of audio or visual recording. ([CRC 1.150](#) & [Penal Code § 632](#))