

Rule 2.20 Electronic Delivery of Court Documents

Documents submitted to the court electronically in all case types must be formatted so that each single, separate, and complete document or form is submitted as a single, separate, and complete electronic document. Electronic documents that consolidate multiple documents or multiple electronic documents that contain pieces of a single paper document will be rejected by the Court. Electronic documents must comply with the formatting and quality rules provided in Local Rule 2.18.

[Adopted January 1, 2022]

Rule 2.21 Remote Appearances

- (a) **Compliance with California Rules of Court.** Counsel or parties desiring to appear remotely must comply with the procedures set forth in the California Rules of Court. After the California Rule of Court has been followed, parties shall register on the Court's website for the remote appearance.
- (b) **Court-Provided Remote Appearance Service.** The Court provides remote appearance services through an in-house registration portal and uses a commercial conferencing system. Registration for remote appearance can be done on the Court's website at <https://imperial.courts.ca.gov/> under Online Services > Remote Appearances.
- (c) **Contested Matters.** Remote Appearances on contested matters must be video appearances.
- (d) **Courtroom Proceedings.** Hearings are conducted in open court. All persons making a remote appearance

must connect to the provided conference bridge fifteen (15) minutes before the calendared time of the hearing to check in with court staff. Attorneys or parties will remain on the Court's audio/video system and hear the same business that those present in the courtroom hear. Remote participants must remain muted until their matter is called. Persons not participating remotely appear in person. All present in the courtroom will hear the discourse of those making remote appearances unless otherwise ordered by the Court. In confidential matters, waiting parties will be placed in a virtual waiting room. Remote participants are an extension of the courtroom and should therefore follow the same standard etiquette and procedures as in-person participants throughout proceedings. Participants must be in a private, quiet location, without disruptions or distractions.

- (e) **Scheduling Timeliness.** Remote participants shall register online no less than 5 days before the hearing date. Registration will be considered complete once payment, if applicable, has been received. It is the responsibility of counsel or the party to obtain payment information from the Court. If an event is continued prior to the registered remote appearance date, you must register for the new appearance date through the Court's website. The collected remote appearance fee from the original hearing date will be transferred to the new remote appearance date.

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