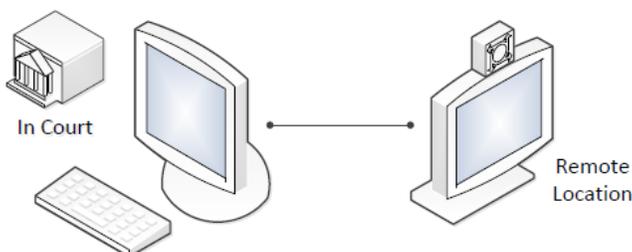




## Video Appearances Packet for Criminal Hearings



Remote appearances are not mandatory in criminal hearings. However, the court has made video appearances **permissively available in all criminal hearings, excluding Preliminary Hearings and Criminal Trials**, if a request to appear remotely is made. For defendants, contact your attorney to make the request. For victims, contact the District Attorney's office.

This packet outlines the process of submitting a video appearance request if you are a private attorney, defendant who has not retained an attorney or has not yet had an attorney appointed, victim's advocate, victim, or victim's family member. If your question is not addressed, please go to the Court's Remote Appearances page at <http://www.placer.courts.ca.gov/RAS.shtml>.

### Contents

GENERAL INFORMATION.....	2
Information for Retained Counsel.....	2
Information for Defendants.....	2
SUBMITTING THE REQUEST.....	3
ON THE DAY OF THE HEARING .....	4
Technology Requirements .....	4
Reminders .....	4

## GENERAL INFORMATION

### Information For Retained Counsel

If you are a private attorney that would like to request to appear remotely, request that your client appear remotely, or appear on behalf of your client, pursuant to Pen. Code, § 977 and California Rules of Court, emergency rule 5, complete PL-CR012 and submit the form on the court's website.

### Information For Defendants

Unless you have not been appointed or have not retained counsel, contact your attorney **before** completing and submitting PL-CR012.

### Information For Victims and Victim's Family

If you are a victim or family of the victim and would like to request to appear remotely, please contact the District Attorney's Victim's Advocate's Office. They will assist in explaining the request process, which uses form PL-CR015. **This request is confidential pursuant to Standing Order 20-026.** Please use this packet for instructions on how to prepare for your hearing and for observing or participating, where appropriate, in the hearing itself.

#### **Before signing either form, it is important to note:**

1. By signing, either:
  - a. You are giving knowing and voluntary consent to appear remotely through the Court's remote appearance system;
  - b. You are acknowledging you have consent from your client to appear remotely, pursuant to Pen. Code, § 977 and California Rules of Court, emergency rule 5; **OR**
  - c. You are a victim's advocate requesting a video appearance for yourself, or on behalf of a victim or a victim family's member.

Be sure to select the checkboxes that relate the request you would like to make.

2. If both you and your attorney/client are appearing remotely, you must have already established a means of communicating privately and confidentially during the hearing.
3. When appearing remotely, you may not receive assistance from anyone other than Counsel, an interpreter or an individual appointed by or approved by the Court.
4. A remote appearance is the same as an in-person appearance and any actions that occur in the hearing carry the same authority as if all individuals were physically in the courtroom.
5. If you are not connected at the time the court calls your case, the court may consider it a failure to appear or may proceed with the matter without your presence.
6. The court, in its discretion, may decide to terminate the remote appearance if there is a delay due to disruption, noise, misconduct, a communication problem, a technical problem, other issue, or in the interest of justice.
7. If you were ordered to appear in court, a failure to appear or termination of the remote appearance may result in the issuance of a warrant, a requirement that you appear in court, in person and/or a continuance or the court hearing.
8. The court may decide at any time to require a personal appearance and continue the hearing.
9. Photography, recording, and broadcasting is prohibited, except as provided in Cal. Rules of Court, rule 1.150. Violators may be cited for contempt of court, or monetary sanctions may be imposed. The video of your appearance is not recorded or saved by the court.

## SUBMITTING THE REQUEST

You must submit a request to appear remotely **no later than 12pm the court day before the hearing** (for example, by noon on Friday before a hearing on Monday).

**Step 1:** Visit the Court's Local Forms page (<http://www.placer.courts.ca.gov/forms-filing-forms.shtml>) and download:

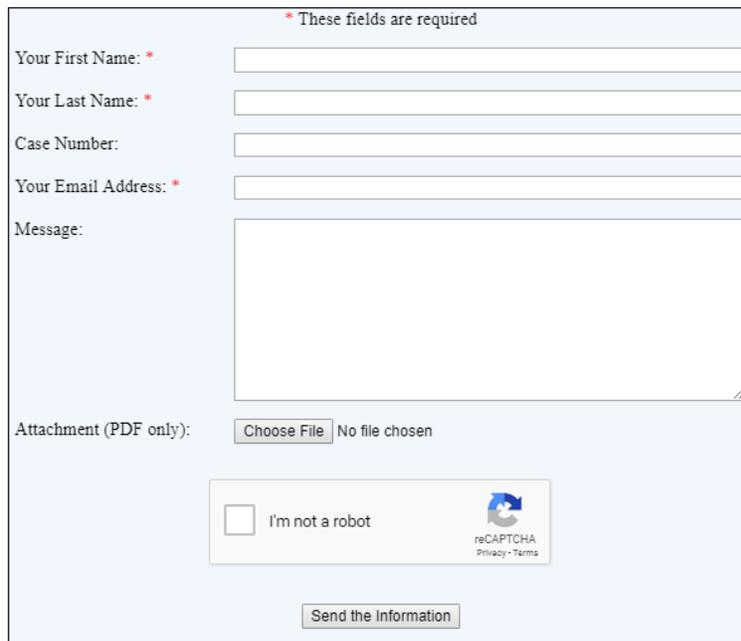
- For attorneys or defendants: PL-CR012 – State of Emergency: Request to Appear Remotely (Criminal)
- For victim advocates, victims, or victim's family members: PL-CR015 – Request For Remote Appearance: Victim / Victim Advocate

Complete the relevant fields and sign. **Be sure to clearly write your email address, as this is how the court will send you a confirmation email.**

**Step 2:** After completing the applicable form, you may submit the form to the court online. Go to [http://www.placer.courts.ca.gov/contact\\_us/criminal.shtml](http://www.placer.courts.ca.gov/contact_us/criminal.shtml), or:

- Visit the court's website and select *Contact Us*, located in the top right corner. On this page, select  **E-Mail** for Criminal.
- Visit the court's website and select *Remote Appearance System*. From here, select  and find the paragraph that summarizes how to submit the form.

Complete the fields for the online form and use the "Choose File" button to attach your completed form.



\* These fields are required

Your First Name: \*

Your Last Name: \*

Case Number:

Your Email Address: \*

Message:

Attachment (PDF only):  No file chosen

I'm not a robot  reCAPTCHA  
Privacy - Terms

**Step 3:** Once received, the court will process the request and schedule the video appearance.

**Please note that for arraignments you may not receive an immediate response from the court.** The court may hold your request until the day prior to your arraignment date to ensure you are scheduled in the correct courtroom and avoid sending you multiple confirmations.

## ON THE DAY OF THE HEARING

Prior to the hearing, you will receive a confirmation email. By clicking the URL provided in this email at the start time of the court calendar, you will be automatically connected to the conference. Here is an example:

### Remote Appearances Scheduled

	Event Date & Time	Dept	Case Number	Event Description	Amount	Conference ID*	Conference PIN	Event Instructions
▼	DATE & TIME	DEPT #	CASE NUMBER	Small Claims Hearing	\$94.00	<a href="#">6196112</a>	1231	<a href="#">Video Hearings</a>

\* Conference ID    [Video Link](#)

6196112

<https://remoteappearance.placerco.org/conference/join?autoJoinPasscode=6196112&autoJoinPin=1231>

Click either link

**Note: there is no fee for a remote appearance in criminal cases.**

### Technology Requirements

You will need one of the following:

- **A computer** with a webcam and a microphone. **This will work best with Chrome (version 54 or above) or Firefox, not Safari.**
- **An iPhone or iPad** running iOS 12 or above.
- **An Android phone or tablet** running Chrome version 57 or above.

The court requires you to be **located indoors with limited background noise and distractions**, and have a **clear audio and video** stream.

The use of headphones and a charger is highly recommended in all options. Additionally, because a cellular data connection may result in insufficient video and audio quality, **use of a wired connection (for computers) or Wi-Fi connection (phones or tablets) is highly recommended.**

### Reminders

- When you first join the call, you may be put on hold until your hearing begins. This does not mean an error has occurred. The clerk will know when you join.
- You should be in a quiet, indoor location.
- Using computer on a wired connection, **running Chrome or Firefox**, or a phone or tablet connected to Wi-Fi is recommended.
- See the Court's [Remote Appearances FAQ Page](#) for more information.