

## NOTICE OF VIDEO AND TELEPHONIC APPEARANCE PROCEDURES FOR JUDGE MAUREEN TIGHE'S CASES

**Except as may be otherwise ordered by the Court, all hearings before Judge Tighe will be conducted remotely using ZoomGov. Please check Judge Tighe's posted tentative rulings for information about how individual hearing matters are calendared.** Hearing participants and members of the public may view and listen to hearings before Judge Tighe using ZoomGov free of charge. Video and audio connection information for each hearing will be provided on Judge Tighe's publicly posted hearing calendar, which may be viewed online at:  
<http://ecf-ciao.cacb.uscourts.gov/CiaoPosted/default.aspx>

Neither a Zoom nor a ZoomGov account are necessary to participate and no pre-registration is required. Individuals may appear by ZoomGov video and audio using a personal computer (equipped with camera, microphone and speaker), or a handheld mobile device (such as an iPhone). Self-represented individuals may participate by ZoomGov audio only using a telephone (standard telephone charges may apply). It is suggested that parties login to ZoomGov approximately 15 minutes prior to the hearing. The audio portion of each hearing will be recorded electronically by the Court and constitute its official record.

**All ZoomGov appearances by members of the Bar shall be by video on a laptop computer, or on a Zoom interface on a mobile device or tablet.** Attorneys appearing before Judge Tighe will not be required to turn on their video, but they will be required to use ZoomGov on a computer via the website or desktop application, or via tablet or mobile phone application, so that they can change their Zoom tile names and easily mute/unmute themselves. **Members of the Bar who wish to appear by calling into the ZoomGov telephone conference line must contact Judge Tighe's chambers or Courtroom deputy no later than 24-hours in advance of the hearing for permission.**

### **Judge Tighe's Requirements for Appearing at Hearings by ZoomGov**

1. Test the video and audio capabilities of your computer or mobile device in advance of the hearing (i.e., at least one day in advance).
  - a. You can do this by clicking on the ZoomGov meeting link posting for the hearing and/or check your video and audio using the ZoomGov app.
2. If you intend to speak at the hearing, please find a quiet place from which to participate.
3. If you are connecting to the hearing using a wireless device, you should situate yourself in a location with a strong wireless signal.
4. If you are participating by video, try to avoid having a window or bright background behind you. (You may, as a result, appear on video as a shadow.) If you cannot avoid the bright background, try using a desk lamp or other light source to brighten your face.
5. If available, a headset-microphone often provides better sound quality for listening and speaking.
6. Mute your audio and turn off your video until your matter is called.
  - a. If connected to ZoomGov audio by telephone, you can mute or unmute your connection by pressing \*6 on your phone.
7. Please change your Zoom screen name to include [1] your calendar number; and [2] your first initial and last name, and your client's name in parentheses (e.g., 1, R. Jones (ABC Corp.)). You can change your Zoom screen name by moving your cursor over the upper right corner of your video tile, clicking on "... " and then on "rename."
8. When your matter is called and when you make your appearance, please unmute your audio, turn on your video, and state your name and the name of your client for the record. Each time that you speak after someone else has spoken, please state your name again. This is essential to make the Court record clear because there will only be an audio recording of the hearing.
9. If you are appearing on more than one matter, after your first matter is finished, please change your screen name to reflect the next matter on which you will appear.

10. Participants and members of the public should at all times remember that although conducted remotely, these hearings are official court proceedings, and individuals should act accordingly.
  - a. If video is enabled, please wear attire consistent with the decorum of court proceedings.
  - b. ZoomGov permits the use of virtual backgrounds to safeguard your privacy. If you choose to use a virtual background, please avoid backgrounds that are offensive or distracting.