

Department 16 BlueJeans connection information:

From internet browser, copy and paste:

<https://bluejeans.com/305354001/2258>

Meeting ID: 305 354 001

Participant Passcode: 2258

Phone Dial-in

+1.408.419.1715 (United States (San Jose))

INSTRUCTIONS FOR APPEARING VIA BLUEJEANS:

In Dept. 16, in-person hearings are required for trials, orders to show cause, and evidentiary hearings. For all other motion hearings, in-person hearings are preferred, but parties have the option of appearing remotely. However, the Court prefers you appear by video, rather than by telephone. The BlueJeans log-in information below will be used for all Dept. 16 hearings indefinitely. **Dept. 16 does NOT require counsel file a Notice of Intent to Appear.** Please retain this information for your future hearings in Dept. 16.

****Please ensure that you are able to connect prior to the hearing and that you have a good connection**** You may test your connection at: <https://bluejeans.com/111>. Below are a few guidelines that **must** be followed when appearing remotely:

1. ****IMPORTANT** Upon connection, please place your microphone/phone on MUTE and wait for your matter to be called.** If you are connected via phone and are interrupted for any reason, please **DO NOT place the call on hold**, it will interrupt other matters being heard and we will hear background music. Either set your phone down and step away (**while it is on mute**), or please hang up and then reconnect when you are ready.

****To mute/unmute: Press *4 on your phone keypad to mute (and unmute) your microphone within the BlueJeans system; or if using your computer, click on the microphone icon or "M" on your keyboard.****
2. Background noise is very disturbing and it does not allow for a good record. If using your phone for connection, **please refrain from using the speaker mode on your phone and use the hand-set.** The record will be much clearer. Please do not connect while driving and please do not be in an area with others talking. Audiovisual appearances are strongly preferred and recommended; however, they are **required** in any multi-party case and Business Court cases.
3. All parties are requested to check in by 8:55 a.m.
4. Due to multiple matters scheduled at the same time, there may be a delay in your case being called, so please be patient.
5. When your case is called - to make your appearance, please clearly state your name, bar number, and the party you represent – with Plaintiff's counsel appearing first.
****NOTE - Please state your name EACH and EVERY time you speak to ensure a complete record.****
6. If you are only a participant/interested party listening to the hearing, please indicate that in the "Chat" box. However, you must still make your appearance and after making your appearance, please ensure you remain on mute for the entire hearing.