

## PRE-APPROVED ZOOM APPEARANCE PROTOCOL

You must inform the opposing party of your Zoom appearance. Both parties must comply with the below Exhibit Exchange Protocol. Failure to do so may result in a continuance of your hearing.

### Exhibit Exchange Protocol

1. All exhibits **must** be either on paper or on a USB flash drive (preferred), CD, DVD, and able to be presented electronically in a PDF, JPEG or MP4 format if you are appearing remotely by Zoom.
2. Exhibits **must** be exchanged with **the opposing party** at least **five business days** prior to the hearing date, by email or by hard copy.
3. **FIVE BUSINESS DAYS** before the hearing, a **HARD COPY** of your exhibits **must** be delivered to the court. Use a USB flash drive or DVD/CD for video and audio files, if included. **NO EMAIL** of exhibits to the Court will be accepted.
4. Hard copy exhibits can be submitted to the Court by placing them in the Drop Box at the **South San Francisco Courthouse**, or by mailing them to the **South San Francisco Courthouse**, addressed as follows:

Superior Court  
1050 Mission Road  
South San Francisco, CA 94080  
**Attention:** Department 31, Small Claims Department

**Case Number**

**Hearing Date**

Either- **Plaintiff** or **Defendant's Exhibits**

**Name of person submitting exhibits**

5. If remote Zoom appearance is approved, you **will be required** to appear using Zoom audio **AND** video. You must have your camera on during entire proceedings.

Click here to appear for your hearing if pre-approved:

[\*\*Zoom Credentials for Small Claims Courtroom\*\*](#)