

**NOTICE RE: REMOTE APPEARANCE PROCEDURES FOR  
MAGISTRATE JUDGE KANDIS A. WESTMORE**

*(Revised January 11, 2024)*

**POLICY GOVERNING REMOTE APPEARANCES**

- A. **Case Management Conferences** will be held remotely unless otherwise ordered, so the parties need not request a remote appearance for those proceedings if they will be appearing by video.
- B. **For all other in-person proceedings**, a party representative (or a party if *pro se*) must appear in person. In the Court's discretion, however, permission to attend by videoconference may be granted upon a finding that good cause exists to excuse personal attendance, and personal attendance is not necessary to have an effective hearing.
- C. **Written request** must be filed on the case docket at least two weeks in advance of the hearing. The facts establishing good cause must be set forth in the request, and the party must simultaneously file a proposed order granting the request. (*See Attachment A for a sample proposed order.*)
- D. **Use of Zoom:** All video appearances must be made through Zoom. The parties must have their video cameras turned on while their case is called. The Court does not provide technological support for the platform.
  - a. Audio-only Appearances: In the event that a party does not have reliable computer or internet access, they may file a written request to appear by audio-only. (*See, supra, Section I.C.*)
- E. **Caution**
  - a. At your risk: Individuals making use of the videoconference service do so at their own risk. Hearings will not generally be rescheduled due to missed connections or interruptions in service.
  - b. Failure to respond: If an individual schedules a video appearance and then fails to respond to the call of a matter on calendar, the Court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous remote appearances in multiple courts does not excuse a failure to appear.
  - c. Note: Remote appearances by multiple participants are only possible when there is compliance with these procedural requirements. Sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person's conduct makes remote appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing remotely.

**ATTACHMENT A**

UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

\_\_\_\_\_,  
Plaintiff,  
v.  
\_\_\_\_\_,  
Defendant.

Case No.  
[PROPOSED] ORDER GRANTING  
REMOTE APPEARANCE

**[Plaintiff/Defendant]**'s motion to appear remotely [*Alternatively: by audio-only*] at the  
**[Type of proceeding]** on **[Date]** at **[Time]** is GRANTED.

Counsel shall comply with the Court's Standing Order on Procedures for Remote  
Appearances, available online at <http://cand.uscourts.gov/kaworders>.

IT IS SO ORDERED.

Dated:

\_\_\_\_\_  
KANDIS A. WESTMORE  
United States Magistrate Judge

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