

# Superior Court of California County of Santa Clara

191 North First Street  
San José, California 95113  
(408) 882-2700



## HOW TO APPEAR FOR YOUR FAMILY COURT HEARING BY VIDEO OR PHONE

If your hearing is scheduled in  
**Departments 64, 65, 66, 71, 72, 74, 75, 76, 77, 78 or 79,**  
you can appear by video or phone using **Microsoft Teams**

If you are having a problem connecting to Microsoft Teams on the day of your hearing,  
please call (408) 534-5708 during the following hours:  
**Monday to Thursday 8:30 a.m. to 11:00 a.m. and 1:00 p.m. to 3:30 p.m.**  
**Friday 8:30 a.m. to 11:00 a.m.**

### TO GET MICROSOFT TEAMS ON YOUR DEVICE:

1. Go to [www.scscourt.org](http://www.scscourt.org) and click on "Remote Hearing Links" on the right-hand side of the page.
2. On the "Video Hearings (Microsoft Teams)" page, look for "Related Links" on the left-hand side of the page and click on "Remote Appearances (Microsoft Teams)."
3. On the "Remote Appearances" page, scroll down to "Client Downloads."
4. Use the link "Teams Desktop App" if you are installing the program on a computer, or use the link "Teams Mobile App" if you are installing the program on a cell phone.



### TO APPEAR BY VIDEO:

1. When it is time for your hearing, go to [www.scscourt.org](http://www.scscourt.org) and click on "Remote Hearing Links" on the right-hand side of the page.
2. On the "Remote Appearances (Microsoft Teams)" page, click on the category for "Family" in the box above the hearing links.
3. Locate your department number in the chart.
4. **If your hearing is in the morning**, click on "Open MS Teams Hearing" under the "Morning Session" column. **If your hearing is in the afternoon**, click on "Open MS Teams Hearing" under the "Afternoon Session" column.

### TO APPEAR BY TOLL FREE CONFERENCE CALL:

1. When it is time for your hearing, go to [www.scscourt.org](http://www.scscourt.org) and click on "Remote Hearing Links" on the right-hand side of the page.
2. On the "Remote Appearances (Microsoft Teams)" page, click on the category for "Family" in the box above the hearing links.
3. Locate your department number in the chart.
4. Call the telephone number for the department number in the chart. **If your hearing is in the morning**, enter **the access code** listed under the "Morning Session" column when prompted. **If your hearing is in the afternoon**, enter **the access code** under the "Afternoon Session" column when prompted.