

Guide to the Court Remote Appearance System

Nevada County Superior Court



Use this guide for step by step instructions and visuals for the [CourtCall Remote Court Scheduler](#) and Video Appearance Platform.

Important note: You can schedule remote appearances even if you have not provided proper notice or received permission from the court. However, you may not be admitted to the hearing on the court date without the proper documentation to appear remotely. Click to learn more about [remote appearance requirements](#).

1. Finding the Link to the Remote Court Scheduler

On the Nevada County Superior Court public website:

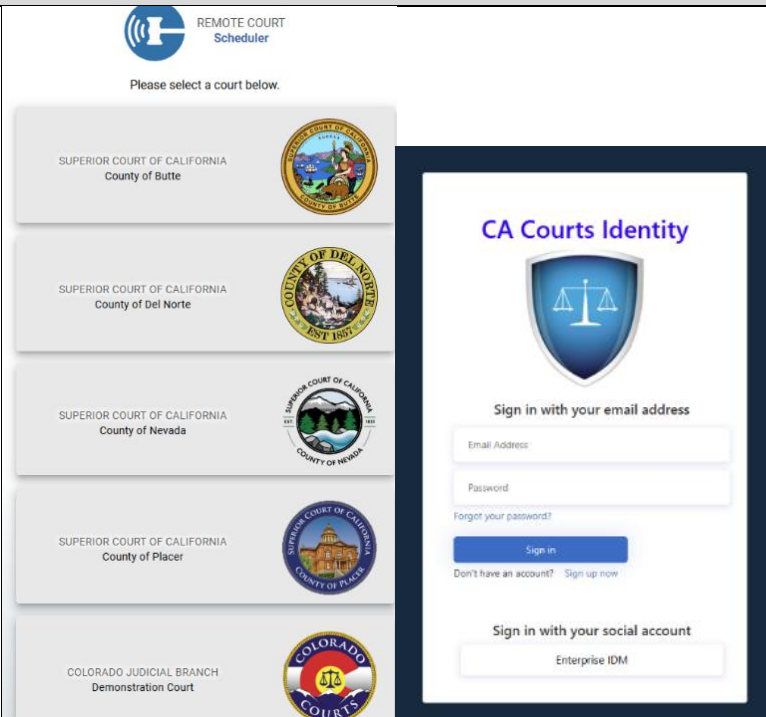
- Navigate to the **online services tab** on the top left-hand corner
- Click **remote hearings**
- There are directions as well as a link to the [CourtCall Remote Court Scheduler](#)

2. Creating an account for the Remote Court Schedule

Select “Nevada County Superior Court” on the first landing page.

There is a login page for **CA Courts Identity** to either make an account or sign in. This is the Judicial Council’s Branch-wide Identity Management system. To make an account:

- Sign up with an email address and create a password
- Input the verification code sent to your email
- Use this email address and password for future logins



3. Scheduling a remote appearance on Remote Court Scheduler

After logging in, locate the [Remote Court Scheduler](#) on the main landing page. Click **schedule an appearance**.

- Put in case number
- Choose your role as a party or attorney
- Select your correct name from the dropdown
- Fill in all required fields with your information

Important note: Once you select your name, no one else is able to register with that name. A message appears asking you to confirm you are using the correct name.

- All eligible future hearings associated with your case show in the system. Click the checkboxes next to the desired hearings for a remote appearance.
- After clicking the **“continue”** button, click the **“confirmation”** button. You will see a list of all the events selected for remote appearance and an email with the link to the CourtCall Video Platform is sent to your email.

The screenshot displays the 'Remote Court Scheduler' interface. At the top, there are navigation buttons: 'Schedule Appearance', 'Upload Evidence', 'My Appearance', 'My Profile', and 'My Transactions'. The main content area is titled 'Schedule Appearance' and is divided into three numbered steps:

- 1 Find Case**: A form to 'Enter Case #' with 'DEMO-000009' entered and a 'FIND' button. A 'Case Found' notification shows 'DEMO-000009' and 'Case DEMO-000'.
- 2 Select Party or Attorney**: Radio buttons for 'Party' (selected) and 'Attorney'. A dropdown menu for 'Party' is open, showing options: 'Adelbert Stokes (Bride)', 'Shakira Feest (Defendant)', 'Catharine Ryan (Minor's Spouse)', and 'Adella Weimann (Legal Mother)'. Below this is a 'Read Carefully Before Scheduling' warning box with a 'CONFIRM' button.
- 3 Select Hearings**: A table of hearings with checkboxes for selection.

Start Date / Time	Type
<input checked="" type="checkbox"/> 11/07/2025 8:00 AM PST	Permanency Plan Review
<input checked="" type="checkbox"/> 11/07/2025 8:00 AM PST	Pretrial Conference
<input checked="" type="checkbox"/> 11/07/2025 9:00 AM PST	Receipt of Doctor's Report
<input checked="" type="checkbox"/> 11/07/2025 9:00 AM PST	Appeal Hearing - Settled Statement
<input type="checkbox"/> 11/07/2025 10:00 AM PST	WOP - Warrant Return
<input type="checkbox"/> 11/07/2025	Transfer to: # 44444444

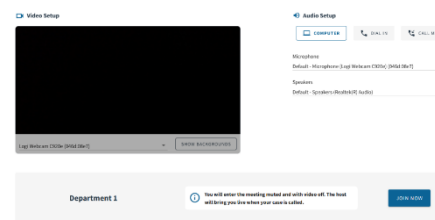
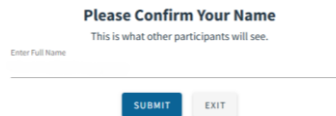
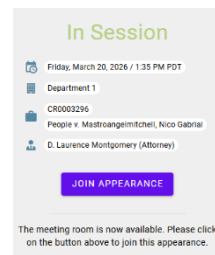
Below the hearings table is a 'Case & Party Information' section showing 'Case DEMO-000010' and 'Party William Stokes (Other Parent-444444)'. At the bottom is a table of selected events with columns for 'App ID', 'Date', 'Type', 'Location', 'Fee', and 'Action'.

App ID	Date	Type	Location	Fee	Action
10600	11/06/2025 4:00 PM PST	Motion	Department 6	\$0.00	UNLINK EVENT
10601	11/06/2025 4:00 PM PST	Trusty Hearing	Department 230C	\$0.00	UNLINK EVENT
10602	11/06/2025 8:00 AM PST	Permanency Plan Review	Department 4	\$0.00	UNLINK EVENT
10603	11/06/2025 8:00 AM PST	Pretrial Conference	Department 2	\$0.00	UNLINK EVENT
10604	11/07/2025 9:00 AM PST	Receipt of Doctor's Report	Department 5	\$0.00	UNLINK EVENT
10605	11/07/2025 9:00 AM PST	Appeal Hearing - Settled Statement	Department 6	\$0.00	UNLINK EVENT

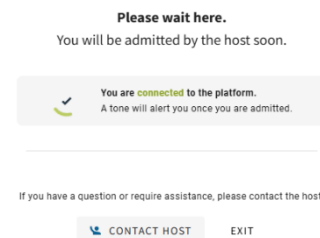
Total: \$0.00

4. Joining Your Remote Court Hearing

- a. Click the link in your email to join your remote meeting
- b. Participants cannot join the meeting until the hearing starts. A countdown displays the meeting start time.
- c. Click **“join appearance”** to enter the meeting when your meeting has started
- d. When prompted, confirm your name (first and last name). Once confirmed, click **“submit.”**
- e. On the video set-up page, test your video, microphone, and speakers. Once Completed, click **“join now.”**
- f. You are placed in a waiting room until admitted by the court.

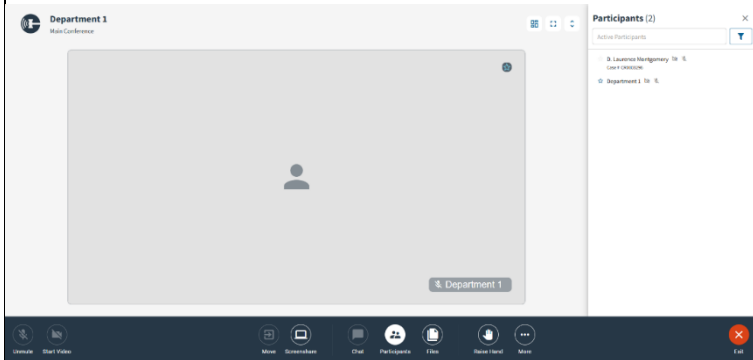


Welcome to Department 1



5. In the Meeting

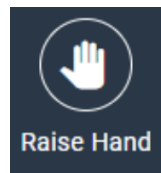
a. Once admitted, the court can see your name displayed in the main conference room. You can see and hear courtroom proceedings, but your audio and video permission are turned off. *Until your case is called, your video and audio remain muted.*



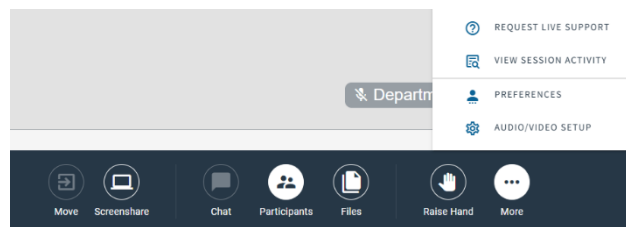
b. You can view other participants in the meeting by clicking the “**participants**” button at the bottom of the screen.



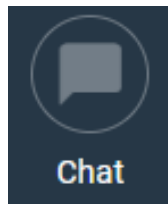
c. If you have a question for the court prior to your case, there is a raise hand feature at the bottom of the screen.



d. If the court indicates that they are unable to see or hear you, you can adjust your settings by clicking “**more**” at the bottom of the screen and selecting “**Audio/Video Setup.**”

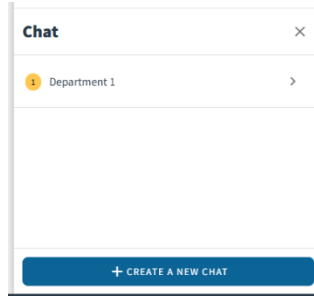


e. The chat feature is unavailable unless the court needs to communicate directly with you. Once the court sends a chat to you, the chat icon at the bottom of the screen turns from grey to white with a yellow notification. You



can then reply to the court.

- f. You can respond to the court by clicking the **chat** icon and clicking on the **Department** name with the yellow notification on it.
- g. If you accidentally exit the meeting, you can rejoin by clicking the “**Rejoin Your Meeting**” button.
- h. Once your case has concluded, you can exit the meeting by clicking the red exit button on the bottom right corner of your screen.



Thanks for participating.

For further information about your meeting please contact your host.

REJOIN YOUR MEETING