

## MEMORANDUM

From: Hon. Gilbert Romero  
Re: In Custody Criminal Video Conference Appearances  
Date: April 21, 2020

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### IN-CUSTODY CRIMINAL VIDEO CONFERENCE APPEARANCES

In response to the worldwide Corona Virus pandemic, the Court makes the following notice and orders:

Consistent with the recommendations of the Chief Justice of the California Supreme Court, and the Judicial Council of the State of California, that trial courts allow liberal use of video appearance by counsel and defendant for routine or non-critical criminal matters, and in order to promote social distancing, the Court will be implementing the following procedures for in-custody Misdemeanor and Felony Criminal Matters.

Counsel shall send the court an email **two court** days prior to an in-custody misdemeanor or felony video appearance that contains all of the following information: counsel's name and contact information, defendant(s) name and case number(s) of each matter counsel will be appearing on, the date, time and normal calendaring courtroom, if an interpreter is required the type of interpreter needed.

The subject line of the email must clearly indicate a request for a video appearance.

Counsel is also required to notify the prosecuting agency of the video appearance. Private Counsel matters are to be heard at the beginning of the [9:00 AM](#) and [1:30 PM](#) calendars.

Send the emails to [Crim-NC@ventura.courts.ca](mailto:Crim-NC@ventura.courts.ca).

Hon. Gilbert A. Romero, Judge  
Ventura County Superior Court  
800 So. Victoria Avenue  
Ventura, CA 93006-6489