

## Notice to Court Administration of Approved Remote Appearance

Complete this form and email it to [superiorcourtadmin@co.skagit.wa.us](mailto:superiorcourtadmin@co.skagit.wa.us) 2 days in advance of each hearing to notify Court Administration of an approved remote appearance and to ensure a Zoom line is set up and staffed. Court Administration will “Reply All” to your email with the Zoom information. Please note that remote appearances must be approved by court order except in limited circumstances: [Zoom Authorized Uses Summary](#).

Please provide the following details of the hearing for which remote appearance has been approved:

1. Date of Hearing \_\_\_\_\_
2. Time of Hearing \_\_\_\_\_
3. Case Number \_\_\_\_\_
4. Name of Approved Zoom Participant  
\_\_\_\_\_
5. Role of Approved Zoom Participant (e.g. Petitioner, defendant, defense counsel, etc.)  
\_\_\_\_\_
6. Date of Order Approving Remote Appearance \_\_\_\_\_