



## GUIDELINES FOR TELEPHONIC HEARINGS

The Court has implemented the following procedures for telephonic hearings. The judge will determine if a hearing will be held in the courtroom, remotely, or in hybrid mode. After October 1, 2023, the courtroom deputy will give you the information needed for your appearance.

**NOTE:** Pursuant to Judicial Conference policy, no external recordings of these hearings may be made.

### **Dial-In Procedures for Telephonic-only Appearances - 619-657-0677**

- Using a landline, dial the TEAMS telephonic appearance number above; cell phones or speaker phones should not be used unless they are the only option, and if the auditory clarity is adequate.
- Enter the access code you received from the courtroom deputy.
- Dial in at least 10 minutes before the hearing time. You may hear a message that the “host has not joined the call”. When the court is ready to proceed, the courtroom deputy will bring all participants into the call.
- Place all phones on mute. Under no circumstance should you place this call on hold.
- The courtroom deputy will call each case.
- Each time you speak, identify yourself for the record.