

ALBANY AND SYRACUSE DIVISIONS

Information for Participating in a Hearing by Telephone through AT&T Conference Call Feature

In order to protect the public health and prevent the spread of COVID-19, the Court has implemented the following procedures for telephonic hearings in the Albany and Syracuse divisions. Unless otherwise directed by the specific judge, all hearings will be held telephonically using this AT&T system at no cost to the parties or the public.

Pursuant to NDNY LR 5.8, recording of any court proceeding, regardless of the medium, is prohibited without prior notification and approval of the presiding judicial officer. Likewise, LBR 5007-1 prohibits recording or broadcasting of judicial proceedings.

It is our intent to continue to make digital audio recordings of court hearings in the Albany and Syracuse divisions available on the court's docket through PACER. The files are generally available 24 to 48 hours after the conclusion of a hearing.

Dial-In Procedures for AT&T Conference Call Feature

- At least 10 minutes before the time of the hearing, dial the AT&T (toll-free) teleconferencing number for the presiding judge as provided below. Speaker phones should not be used.
- Enter the access code associated with the call-in number. You will 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.
- Do not speak until your matter is called. Place the phone on mute, but do not place the call on hold.
- Once your case is called, you may speak. Each time you speak, identify yourself for the record.

Syracuse Division

Call-In Number: 888-398-2342

Access Code: 3187406

Albany Division

Call-In Number: 877-402-9753

Access Code: 4954900