

Instructions for Teleconference Appearances and Hearings

- Please dial the local teleconferencing number provided before the calendar is scheduled to begin. You can find your **number** on the [Appearances](#) or [Hearings](#) pages for your respective Judge.
- When prompted for a conference id enter the provided conference id including the (pound)# sign. You can find your **conference id** on the [Appearances](#) or [Hearings](#) pages for your respective Judge.
- If the Court has yet to start the meeting, you will hear *“Please wait for the leader to admit you to the meeting”*.
- Once the Court is ready to proceed you will hear *“You are now joining the meeting”*.
- 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.
- If you are dropped from the call or have trouble joining the call, hang up and try dialing back in. If you are unsuccessful, email the courtroom deputy. You can find the email on the [Appearances](#) or [Hearings](#) pages for your respective Judge.