

## **UTICA DIVISION**

3/30/2021

### **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 the COVID-19, the court has implemented the following procedures for telephonic hearings in the Utica division. Unless otherwise directed by the court, 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.

#### **Dial-In Procedures for AT&T Conference Call Feature in the Utica Division**

- Please dial the AT&T (toll-free) teleconferencing number as provided below five (5) minutes before the calendar is scheduled to begin. Calling in any earlier may throw others off the line and terminate the conference call before it begins.
- 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.

#### **Utica Division**

Call-In Number: 877-411-9748

Access code: 3229032