



Instructions for a Teleconference Appearance

1. Dial the teleconference number before the calendar is scheduled to begin. Teleconference and Conference ID numbers are located on the [Appearances](#) or [Hearings](#) pages for the respective Judge.
2. Enter the Conference ID including the pound (#) sign.
3. If the calendar has not yet started, you will hear *"Please wait for the leader to admit you to the meeting"*.
4. When Court is ready to begin, you will hear *"You are now joining the meeting."*
5. Remain silent until your matter is called and appearances are requested. Mute your phone, but do not place the call on hold.
6. When your case is called, you may speak. Each time you speak, identify yourself for the record.
7. If you are dropped from the call or have trouble joining the call, hang up and dial back in. If you are unable to rejoin the call, email the courtroom deputy:

For Albany hearings: NYNBCRDALB@nynb.uscourts.gov

For Syracuse hearings: NYNBCRD@nynb.uscourts.gov

For Utica hearings: NYNBCRDUTI@nynb.uscourts.gov