

## TELEPHONIC APPEARANCES

**(15 minutes or less only)**

Telephonic hearings are special set on a separate docket **after** Judge's approval.

Do **NOT** set a hearing using a time selected from JACS and then file a motion to appear telephonically. All dates available through JACS require personal appearance or local counsel.

1. A Motion to Appear Telephonically must be filed with the clerk attaching to it a copy of the motion to be heard with a copy to the Judge's office.
2. Indicate the **exact** amount of time required for the hearing (i.e., 5, 10 or 15 minutes)
3. Include a self-addressed stamped envelope.
4. Once approved by the Judge, the judicial assistant will contact you with the available times for the hearing.
5. You do not need to submit an order. The court will issue an order which will provide instructions for the telephonic appearance.