

PROCEDURES REGARDING TELEPHONIC APPEARANCES

Telephonic appearances before Judge Maureen A. Tighe in Courtroom 302 are generally allowed. **No telephone appearances are allowed for evidentiary hearings or trials, unless otherwise ordered by the Court.** In order to appear telephonically, counsel must adhere to the following procedure:

SCHEDULING A STANDARD TELEPHONIC APPEARANCE

At least 24 hours prior to the hearing, counsel must call Court Call, an independent conference call company, to arrange their telephonic appearance. Counsel may reach Court Call at (888) 882-6878.

SCHEDULING AN EMERGENCY TELEPHONIC APPEARANCE **(Approval requested without 24 hours notice)**

If an unexpected emergency arises that prevents counsel from following the standard procedure detailed above, counsel must telephone chambers and obtain approval to appear telephonically. Once approved, counsel must contact Court Call to arrange a telephonic appearance. If Court Call is not able to accommodate counsel's late request or if the Judge denies the request, counsel will not be permitted to appear telephonically and counsel must make an appearance in court, as usual.

POLICY GOVERNING TELEPHONIC APPEARANCES

CourtCall does not place a call to counsel. Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. **To ensure the quality of the record, the use of cellular phones, public telephone booths, or phones in outdoor or other public places where there is significant ambient noise is strongly discouraged, except in emergencies.** Participants should be able to hear all parties without difficulty or echo. **DO NOT ATTEMPT TO PARTICIPATE VIA SPEAKERPHONE, AS THE SOUND QUALITY IS UNACCEPTABLE. YOU MUST USE A HANDSET FOR A HEADSET TO PARTICIPATE REMOTELY.**

After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect.

If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear when a matter is placed on calendar. Before appearing, check Judge Tighe's calendar and review any tentative ruling on the Court's website.

PLEASE NOTE

Individuals choosing to appear telephonically do so at their own risk. Hearings generally will not be rescheduled due to missed connections. In deciding to appear telephonically, counsel is agreeing to waive any prejudice attributable to quality deficiencies or irregularities of the record that may result. If your audio connection produces extraneous noise or static, your line will be muted and, if necessary disconnected. Any fee that you paid to CourtCall for the appearance will not be refunded. Repeated poor connections may cause counsel to be prohibited from future telephonic appearances.