

Telephone Hearing Instructions

To participate by phone, call the **Cisco Webex Teleconference Center** at least 5 minutes before the hearing is scheduled to begin. You will need the call-in information from the courts hearing notice. The toll-free call-in number and access code may not be the same for every hearing.

- Toll-Free Call-In Number
- Access Code
- Attendee ID Number: N/A, Instead Press the # Key to Bypass

Instructions to Enter Telephone Conference

1. Dial the **Toll-Free Call-In Number** from the hearing notice.
2. Enter the **Access Code** from the hearing notice. You will be placed on hold until the call is activated.
3. The **Attendee ID Number** is not applicable, instead press the # key to bypass. Wait for the call to begin.
4. Do not state your name or speak unless prompted by the court.

Telephone Hearing Protocol

- If you do not call in, the hearing will proceed as scheduled.
- Conference calls will be heard throughout the courtroom.
- Do not make noise.
- Do not put your phone on hold.
- Do not use a speakerphone.
- Mute your telephone when appropriate. Press *6 to mute your line. Press *6 again to un-mute your line.
- Call from a land line to avoid dropped cellular calls and static.
- Observe proper telephone etiquette.

Thank you for your cooperation. It will expedite the hearing.