

## **Instructions for Telephonic Hearings**

You must call the AT&T TeleConference Center at least 5 minutes before the hearing is scheduled to begin. You will need the required call-in information from the clerk's hearing notice:

**TOLL-FREE CALL-IN NUMBER  
ACCESS CODE  
PARTICIPANT SECURITY CODE**

The toll-free call-in number, access number, and participant security code may not be the same for every hearing.

### **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. When prompted, enter the PARTICIPANT SECURITY CODE from the hearing notice, followed by the # key. Wait for the call to begin.
4. Do not state your name or speak unless prompted by the court or the AT&T auto-attendant.

### **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.
- 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.