

INSTRUCTIONS TO APPEAR AT COURT HEARINGS TELEPHONICALLY

It is possible to appear at most court hearings telephonically. Courts have different procedures and capabilities to have hearings by telephone. Additionally, there are some limitations, such as not being able to offer evidence. If you have questions about whether or not your hearing would be appropriate to have by telephone, you should consult an attorney.

1. Fill out the case caption (the large box at the top) on both the Motion and Order. You can refer to a previous pleading in the case and copy the County, Plaintiff and Defendant's names, and the case number.
2. On the Motion, write in the date and time of the hearing that you are asking to attend by telephone.
3. On the Motion, fill in your name, address, and telephone number completely so that the Court knows how to contact you.
4. In the Certificate of Service, write in the name and address of the attorney for the plaintiff and the date that you mail a copy of the Motion to the attorney. Sign your name to indicate that you mailed the Motion to the Plaintiff's Attorney.
5. Make two copies of the signed Motion. File the original signed Motion by mailing it to the County Courthouse that is handling your case. Find your County Courthouse [here](#). Mail a copy to the attorney for the Plaintiff. Keep the last copy for yourself.
6. The court will review your Motion and the judge will sign the Order either granting or denying your Motion. If the Motion is granted, the judge will include instructions on whether the court will call you or you are to call the court.
7. Remember that appearing by telephone is the same as appearing in person. Be respectful to everyone on the call and listen for instructions from the judge to tell you to speak or to answer questions.