

**Judge Kelley's Procedures for Appearing by Telephone
(effective for hearings scheduled for August 26, 2013 and later)**

If you receive a hearing notice that allows participation by telephone, you **MUST** call the Court conference line at 1-888-675-2535, access code 9918878 a few minutes before the scheduled hearing time. Please note that the Court may already be in session, so please wait quietly on the telephone for your case to be called.

If the hearing notice does not state that telephone appearances are permitted, you must contact the court in advance to obtain prior approval to appear by telephone. Please note that such appearances are not ordinarily granted, and providing testimony or evidence by telephone is generally not allowed, but with sufficient advance notice, we may be able to arrange a videoconference appearance for an out-of-state witness or attorney.