

**NOTICE RE CHIEF JUDGE COLLEEN MCMAHON'S PROCEDURES
FOR TELEPHONIC APPEARANCES**

(Effective December 7, 2016)

I. POLICY REGARDING TELEPHONIC APPEARANCES

Telephonic appearances are not permitted in lieu of personal appearances unless the Court has provided prior written permission for a party to appear telephonically. A request to appear by telephone must be made in writing at least two business days prior to the scheduled appearance and must state the reason why an exception should be made. Requests will never be granted for trials or evidentiary hearings, for which all counsel and witnesses must appear in person.

Requests should be submitted electronically via CM-ECF or via fax to (212) 805-6326.

II. PROCEDURES FOR TELEPHONIC APPEARANCE

After the Court has given written permission for a party to appear telephonically, the appearance must be arranged, **not later than 12:00 p.m. the day prior to the hearing**, by calling **CourtCall** at (866) 582-6878 or (310) 342-0888 or going to www.courtcall.com.

Court Call will provide counsel with written confirmation of a telephonic appearance, and give counsel a number to call to make the telephonic appearance. **It is counsel's responsibility to dial into the call not later than 10 minutes prior to the scheduled hearing.**

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 car phones, cellular phones, speaker phones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies.** Participants should be able to hear all parties without difficulty or echo.

You must be on the line, ready to proceed with your hearing, **before** the judge takes the bench and calls the calendar. You may initially be in the listening mode in which case you will be able to hear the case before yours just as if you were in the courtroom. **You must place your phone on "mute" until your matter is called to ensure the quality of the record and to avoid interfering with other hearings in progress.**

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing telephonically.