

PROCEDURES FOR TELEPHONE APPEARANCES
MAGISTRATE JUDGE LAUREL BEELER
Effective March 2017

1. Policy Regarding Telephone Appearances

The court allows telephone appearances for case-management conferences and motions hearings. Parties must file a request to appear by telephone and include a proposed order. Please contact Judge Beeler's Courtroom Deputy, Roger Moua, at (415) 522-3140 for additional guidance. Unless the parties proposed a different procedure that the court authorizes, telephone appearance are through **CourtCall**, an independent conference-call company, under the procedures in the next section.

2. Scheduling a Telephone Appearance

After the court authorizes a telephone appearance, counsel may arrange it by calling **CourtCall at (866) 582-6878** not later than **3:00 p.m.** on the court day before the hearing date.

3. Procedure For Telephone Appearances

Court Call will give counsel written confirmation of the telephone appearance and a number to call to make the telephone appearance. Counsel must dial into the call ten minutes before the scheduled hearing. **CourtCall does not place the call to counsel.**

The initial charge per participant for a CourtCall appearance is \$30.00 for the first 45 minutes that the participant is connected. For each additional 15-minute increment, the charge is \$7.00. If you do not timely call and connect with the Court Call operator, you will be billed for the call.

Telephone appearances are connected directly to the courtroom's public address system and recording equipment so that a normal record is produced. To ensure the quality of the record, the use of mobile phones, speakerphones, or phones in public places is discouraged because it can create an echo and make it difficult to hear. The court understands that occasionally, it may be unavoidable.

During the hearing, you will be in the listening mode and able to hear all cases, just as if you were in the courtroom. After your call is connected, the Clerk will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself by name for the record. The system allows more than one speaker to be heard at the same time (unlike the court's regular system).

The court will inform you when the hearing is over so that you may disconnect.