

GUIDELINES FOR TELEPHONIC PARTICIPATION

Attorneys or parties wishing to participate in hearings by telephone should be mindful of the following guidelines:

1. Examination or cross examination of witnesses by an attorney participating by telephone is not permitted.
2. Telephone participants should not operate a motor vehicle during their participation.
3. Telephone participants should use a land line (e.g., avoid using a cell phone) if at all possible. The Court wants to minimize inadvertent disconnects requiring call backs and causing disruptions.
4. Telephone participants should only talk when invited to do so by the Court in order to avoid talking over other participants. Participants should identify themselves before speaking if there are others also participating by phone.
5. Telephone participants should try to avoid significant background noise.
6. If a telephonic participant puts a call on hold, he or she should ensure background music features have been disabled; the Court and other participants should not be forced to endure your elevator music.
7. Be aware that any pre-hearing conversation between telephone participants may be broadcast by speaker into the courtroom and result in unintentional embarrassment.
8. Side conversations by telephone participants with others on or off the call should be avoided as the background conversation is amplified, broadcast throughout the courtroom, and recorded on the record.