

**NOTICE RE TELEPHONIC APPEARANCE PROCEDURES FOR
MAGISTRATE JUDGE LAUREL BEELER
EFFECTIVE AUGUST 1, 2013**

I. POLICY GOVERNING TELEPHONIC APPEARANCES

Telephonic appearances usually are allowed for Case Management Conferences and Civil Motion hearings before Judge Laurel Beeler in Courtroom C, 450 Golden Gate Avenue, San Francisco, CA. Any request for a telephonic appearance must be court-approved in advance by submitting and e-filing an Application and Proposed Order for a Telephonic Appearance. Counsel may contact Judge Beeler's Courtroom Deputy, Lashanda Scott, at (415) 522-3140 for additional guidance. Unless the parties proposed a different procedure that the court authorizes, telephonic appearance are made through **CourtCall**, an independent conference-call company, pursuant to the procedures set forth in Section II. If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the Court may pass the matter or may treat the failure to respond as a failure to appear.

II. SCHEDULING A TELEPHONIC APPEARANCE.

By Telephone: Absent an emergency, telephone appearances may be arranged by calling **CourtCall at (866) 582-6878** not later than **3:00 p.m.** the court day prior to the hearing date.

III. PROCEDURE FOR TELEPHONIC APPEARANCE.

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.

CourtCall does not place a call to counsel.

The initial charge per participant for a CourtCall appearance is \$30.00 for the first 45 minutes you are 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, and the hearing may proceed in your absence.

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 mobile phones, speakerphones, public telephone booths, or phones in other public places is discouraged except when completely unavoidable. Participants should be able to hear all parties without difficulty or echo.

At the time of your hearing, you may be in the listening mode initially in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, 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 for the record. The court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

Court Call Telephone Appearance Procedure

8/8/2013