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UNITED STATES DISTRICT COURT  
NORTHERN DISTRICT OF CALIFORNIA

Plaintiff,  
v.  
Defendant.

Case No.

**STANDING ORDER ON TELEPHONIC  
APPEARANCE PROCEDURES**

**I. POLICY GOVERNING TELEPHONIC APPEARANCES**

Telephonic appearances are usually allowed for Case Management Conferences and Civil Motion hearings before Judge Claudia Wilken for attorneys **located outside the Northern District of California.** Other requests may also be granted. Any request for a telephonic appearance must be made in writing, at least three days before the scheduled appearance, by filing a motion to appear by telephone with a proposed order.

Telephonic appearances must be made through **CourtCall**, an independent conference call company, pursuant to the procedures set forth in Section II. If a request for telephonic appearance is approved, the party is responsible for making arrangements with CourtCall. 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. Hearings generally will not

1 be rescheduled due to missed connections.

2 **II. SCHEDULING A TELEPHONIC APPEARANCE.**

3 Court-approved telephone appearances should be arranged with  
4 CourtCall by calling **(866) 582-6878** no later than **3:00 p.m.** the  
5 court day prior to the hearing date.

6 **III. PROCEDURE FOR TELEPHONIC APPEARANCE.**

7 CourtCall will provide counsel with written confirmation of  
8 a telephonic appearance and give counsel a number to call to make  
9 the telephonic appearance. It is counsel's responsibility to  
10 dial in to the call no later than 10 minutes prior to the  
11 scheduled hearing. **CourtCall does not place a call to counsel.**

12 If you do not timely call and connect with the CourtCall  
13 operator, you will be billed for the call. If you are appearing  
14 by telephone for a Case Management Conference, please print out  
15 in advance of the hearing, Judge Wilken's Minute and Case  
16 Management Order located at [www.cand.uscourts.gov/cw](http://www.cand.uscourts.gov/cw) under  
17 "Standing Orders."

18 Telephonic appearances are connected directly with the  
19 courtroom's public address system and electronic recording  
20 equipment so that a normal record is produced. To ensure the  
21 quality of the record, the use of car phones, cellular phones,  
22 speakerphones, public telephone booths,  
23 or phones in other public places is prohibited except in the most  
24 extreme emergencies. Participants should be able to hear all  
25 parties without difficulty or echo.

26 At the time of your hearing, you may initially be in the

1 listening mode in which case you will be able to hear the case  
2 before yours just as if you were in the courtroom. After your  
3 call is connected to the courtroom in talk mode, the Judge will  
4 call the case, request appearances, and direct the manner in  
5 which the hearing will proceed. **Each time you speak, you should**  
6 **identify yourself for the record.** The court's teleconferencing  
7 system allows more than one speaker to be heard, so the Judge can  
8 interrupt a speaker to ask a question or redirect the discussion.  
9 When the Judge informs the participants that the hearing is  
10 completed, you may disconnect and the next case will be called.

11 **IT IS SO ORDERED.**

12 Dated:



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CLAUDIA WILKEN  
United States District Judge