

San Juan County Superior Court

TELEPHONE HEARING PROCEDURE

The COVID-19 Emergency Orders require MOST hearings to be conducted by telephone with parties on the phone. To protect public health, the public is encouraged to call in rather than coming to court in person. Each calendar/hearing has a specific Conference Call ID (access code).

● While this telephonic appearance procedure is in place, NO ONE MAY APPEAR BY COURTCALL. LCR SPR 94.08.4 requiring CourtCall is SUSPENDED until further notice.

TO CALL IN:

- **ALWAYS USE CALL-IN NUMBER: (360) 370-0599**
 - Listen to announcement. Follow prompts (you are not a leader).
- **ENTER CONFERENCE ID, followed by #** (changes per hearing)
 - Announce your name, followed by #

OBTAINING THE CONFERENCE ID:

- The Court Administrator will provide the Conference ID to parties/attorneys.
- The Conference ID will be posted on the Superior Court Website for all regularly scheduled hearings, and special set hearings with more than 3-days notice. For all hearings, the Conference ID will be posted on signs outside/inside the Courthouse.
- Call Court Administration (360) 370-7480 or the County Clerk (360) 378-2163 to get the Conference ID for your hearing or if you are having difficulty connecting.

RULES FOR TELEPHONE HEARINGS:

1. Call from a phone with a good connection and from a quiet location.
2. Mute your phone until your case is called.
3. Wait to speak until your case is called and the Judge takes role call; then state your name.
4. If you are represented by an attorney, talk to your attorney about who will speak.
5. Follow direction from the Judge about when it is your turn to speak; do not interrupt.
6. If you have an objection to what the other side is saying, simply state, “objection”. If you hear the person for the other side say “objection,” you must stop speaking and wait for direction from the Judge as to who should speak next.
7. Tell the Judge if you cannot hear or understand what is being said in your case.
8. Feel free to ask questions if you do not understand the process during the hearing.