

MEMORANDUM

TO: All Counsel
FROM: James Ruggiero, Presiding Judge
RE: CourtCall Telephonic Appearances
DATE: November 5, 2001

For appearances on and after November 13, 2001, we will begin use of CourtCall to conduct telephonic appearances by counsel ("CourtCall Appearances") for Case Management/Pretrial Conferences and Law and Motion matters. In addition, Family Law and Juvenile Dependency matters are eligible for telephonic appearances on a case-by-case basis; counsel wishing to appear telephonically in such a matter should contact the clerk for the department in which the matter is scheduled to obtain the court's permission to do so.

Counsel may make a CourtCall Appearance where one is permitted by serving and submitting to CourtCall, NOT LESS THAN FIVE (5) COURT DAYS PRIOR TO THE HEARING, a Request for Telephonic Appearance Form and paying a fee of \$60.00 for each CourtCall Appearance. For example, the submission and payment for a CourtCall Appearance on November 26, 2001 must be made not later than November 19, 2001.

A CourtCall Appearance is made as part of a Court's regular calendar and all counsel who have timely filed their request form and paid the fee may appear by dialing the Courtroom's dedicated toll free teleconference number, and access code (if any) which will be provided by CourtCall, LLC on the confirmation faxed to your office. A pre-hearing check-in will occur five minutes prior to the scheduled hearing time. A CourtCall Appearance is voluntary and may be made without consent of the other party. In matters where only one party elects to make a CourtCall Appearance, the matter will be heard on the Court's speakerphone.

The CourtCall Calendar shall be conducted in conformity with state law and rules of court. The request forms are now available for pick-up in the participating Courtrooms or by calling the CourtCall Program Administrator. CourtCall, LLC at (310) 572-4670 or (888) 88-COURT. For information about CourtCall please call CourtCall, LLC, not the participating Courtrooms!!