

KYEB TELEPHONIC HEARINGS
CALL-IN INSTRUCTIONS

4/10/2020

Telephonic hearings are held via toll-free teleconference. The call-in number and access code are available on the Court's website calendar for each division, at:

<https://www.kyeb.uscourts.gov/calendar>.

- At least 10 minutes before the time of the hearing, dial the teleconferencing number listed below.
- Enter the access code listed below for the presiding judge.
- Place your telephone on mute, but **do not** place the call on hold.
- To avoid unnecessary feedback, please avoid using your phone's speaker-phone function.
- Wait until your case is called before speaking. Unmute your phone and **each time** you speak, identify yourself for the record.
- When your case is complete, please hang up or place your phone on mute.
- If, during the telephonic hearing, you are disconnected, hang up and call back into the telephonic hearing using the same call-in number and access code.
- **Parties MAY NOT record the hearings on any device.**

Teleconference Number (888) 363-4749

Chief Judge Gregory R. Schaaf Access Code 9735709#

Judge Tracey N. Wise Access Code 6879731#

These are general instructions which, in certain hearings, may be altered by Order of the Court. Attorneys may contact the Courtroom Deputy if they have additional questions.