

## **To Arrange Telephonic Appearance**

**If more than one attorney appearing by phone**, the initiating party shall have all participating on the call connected and then place the call to the Court at (574)372-2402. Court staff will then put the call through to the Judge.

**If there are too many attorneys to conference in**, please telefax the calling instructions to (574)372-2406 for the Court Reporter/Judge to connect to the call. These instructions should be received a day before the conference call is to be placed.

**If a local attorney is in chambers with the Judge**, then the attorney appearing by telephone should call (574)372-2402. If the Judge and the local attorney are ready for the proceeding, we will put the call through.

Friday telephonic proceedings may be difficult to place to the Judge when scheduled. We may ask you to call back if the Judge is not available.

Should you have any further questions, please contact Court Administrator at (574)372-2402.