

**TELEPHONIC APPEARANCE PROCEDURES FOR CASES  
SCHEDULED BEFORE JUDGE THOMAS M. LYNCH  
EFFECTIVE JANUARY 2, 2013**

**I. POLICY GOVERNING TELEPHONIC APPEARANCES**

Telephonic appearances are allowed in matters before Judge Lynch in Courtroom 3100 in Rockford, IL **with the exception of** Pre-Trial Conferences, matters set for Oral Argument, Trials, Evidentiary Hearings (all counsel and all witnesses must appear in person) and such other matters as designated by the Court as requiring a personal appearance. Only attorneys of record may appear telephonically.

Permission will be denied on all scheduled telephonic appearances for matters that do not comply with these guidelines. The fact that an attorney schedules a telephonic appearance with CourtCall does not mean that a telephonic appearance is permitted by the Court. Attorneys and parties who schedule telephonic appearances are solely responsible for compliance with the Court's rules and procedures for telephonic appearances.

No telephonic appearance will be allowed unless it is made through **CourtCall**, an independent conference call company, pursuant to the procedures set forth in Sections II and III. CourtCall has been licensed by the Administrative Office of the U.S. Courts to provide telephonic appearance services to attorneys for a fee.

If an individual schedules a telephonic appearance and then fails to respond when the matter is called, the court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear.

Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

**II. SCHEDULING A TELEPHONIC APPEARANCE.**

**By Telephone:** Telephone appearances must be arranged by calling **CourtCall at (866) 582-6878 or on-line at [www.courtcall.com](http://www.courtcall.com) no later than 8:00 a.m. (CST) on the business day prior to the hearing date.**

CourtCall does not set or calendar hearings for the Court, but rather only facilitates the telephonic appearance of an attorney at hearings which have already been scheduled.

### **III. PROCEDURE FOR TELEPHONIC APPEARANCE.**

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

The initial charge per participant for a CourtCall appearance is \$30 for the first 45 minutes you are connected. For each additional 15 minute increment the charge is \$7. If you do not timely call and connect with the CourtCall operator, you will be billed for the call and the hearing may proceed in your absence.

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

At the time of your hearing, you may initially be in the listening mode in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the case will be called and the Judge will request appearances and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called. Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement.