

## **Notice Regarding Telephonic Appearance Procedures In Civil Matters In The Las Vegas Justice Court**

Pursuant to [Part IX](#) of the Nevada Supreme Court Rules, parties to civil proceedings in the Las Vegas Justice Court may appear in court by telephone in certain matters. The information set forth below addresses the steps that must be taken to schedule such appearances and are in addition to the requirements of the above-referenced Supreme Court Rules.

### **I. Scheduling a Telephonic Appearance**

After providing both the opposing party and the court with the notice required by the Supreme Court Rules, you must contact the court's designated provider of teleconferencing services, CourtCall LLC, at (888) 882-6878 to arrange your telephonic appearance. You should contact CourtCall at least 3 *business* days prior to your scheduled hearing.

### **II. Procedure for Appearing in Court by Telephone**

CourtCall will provide you with written confirmation of your telephonic appearance and give you a number to call to make your appearance. It is your responsibility to dial into the call not later than 10 minutes prior to the scheduled hearing.

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 discouraged 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 Judge will call the case, 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.

### **III. Costs**

CourtCall charges \$55 for each telephonic appearance. The court does not accept payments on CourtCall's behalf and cannot waive this fee.