**NOTICE OF HEARING**

Please be advised that any hearings, docket calls, or case management conferences scheduled with Judge Janette Rodecap will be held in **Division 29 on the 7th Floor of the Jackson County Courthouse, 415 E. 12th Street, Kansas City, MO 64106**. You may appear for status or case management conferences: (1) in person; (2) by telephone or (3) by videoconferencing. **You must appear IN PERSON for any substantive hearings or trials.**

If you would like to participate in the hearing by telephone or videoconference, please contact Division 29 **as** **soon as possible** at 816-881-3735 or [div29.cir16@courts.mo.gov](mailto:div29.cir16@courts.mo.gov) to let us know how you plan to appear. **if you cannot join the docket on the day of your hearing for any reason, please contact Division 29 immediately.** This helps to ensure that a default judgment is not entered against you by mistake.

To appear **IN PERSON**, please arrive early and enter the Courtroom to check in with Division 29 staff members. Only counsel and named litigants will be allowed into the Courtroom.

To participate by **TELEPHONE**, you must **CALL IN** using the following **TOLL-FREE NUMBER: 844-487-0491**, enter the **MEETING NUMBER: 963 210 507**, and press **#** to join without entering an attendee ID number. You will either join the live docket or be placed in the waiting room until Judge Rodecap or her staff admits you. The Court has many cases to call on each docket, so please be available to stay on the phone for at least an hour after the docket starts. After your case has been called, you can hang up your phone to disconnect from the docket.

To participate by **VIDEOCONFERENCE**, enter the following link in your web browser or as the meeting ID prompt in the Webex App: [**https://mocourts.webex.com/meet/janette.rodecap**](https://mocourts.webex.com/meet/janette.rodecap)**.** Then follow the on-screen prompts to successfully join the live docket or be placed in the waiting room. You will need to have access to reliable **INTERNET** and a device (laptop/computer or cell phone) with **AUDIO** and **VIDEO** capabilities. If you need assistance or would like to participate in a videoconference practice session, please contact Division 29.

**If you fail to appear at the time and date of your hearing in person, by phone, or by videoconference, a judgment may be entered against you.** If you are unable to attend your hearing for any reason, please contact Division 29 as soon as possible at 816-881-3735 or [div29.cir16@courts.mo.gov.](mailto:div29.cir16@courts.mo.gov.%20)  Any documentation you want to file in your case, including any Motions for Continuance, must be filed with Civil Records on the 3rd floor of the Courthouse at 415 E. 12th Street in downtown Kansas City at least FIVE (5) days before your hearing, or emailed to Division 29 before your hearing is set to begin. Visit [www.courts.mo.gov/casenet](http://www.courts.mo.gov/casenet) to track your case. Please contact Division 29 at 816-881-3735 or [div29.cir16@courts.mo.gov](mailto:div29.cir16@courts.mo.gov) if you have any questions.