

NOTICE OF HEARING AFTER MAY 18, 2020

Please be advised that any hearings, docket calls, or case management conferences scheduled in Division 25 after May 18, 2020 will be held in **Division 25 on the 7th Floor of the Jackson County Courthouse, 415 E. 12th Street, Kansas City, MO 64106**. You may appear for your hearing: (1) by telephone; (2) by WebEx videoconferencing; or (3) in person. It is **STRONGLY ENCOURAGED** that you appear by telephone or WebEx videoconferencing for social distancing and Courtroom capacity reasons. **However, all trials (including small claims trials) will be heard in person.**

TELEPHONE appearance: If you would like to appear by telephone, you must **CALL IN** using the following **TOLL FREE NUMBER: 888-363-4735** and then follow the prompts to enter the **ACCESS CODE: 2911182**. It is best to start calling in about 5 minutes before the docket is set to start. If you are unable to connect right away due to high call volume, call the toll free number again until you are able to connect. You will be placed on hold until the Court, as the Host, joins the conference call. You will remain on the line as the Court calls all the other cases. If you are disconnected for any reason, you will need to call in again. **You will need to MUTE your phone while you wait for your case to be called, and then UNMUTE your phone when it is your turn for your case to be heard.** 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 your case has been called and heard, you can hang up your phone to disconnect from the conference call.

WebEx appearance: If you want to participate by videoconference through **WebEx**, you will need to have access to reliable **INTERNET**, and a device (laptop/computer or tablet or cell phone) with **AUDIO** and **VIDEO** capabilities. Please follow the attached instructions to join the hearing by WebEx.

IN PERSON appearance: **We strongly encourage you to appear by telephone or WebEx.** However, if you would like to appear **IN PERSON**, please plan to arrive at the Courthouse at least **30 minutes** before your hearing to give you sufficient time to get to the Courtroom. You may experience long wait times to enter the Courthouse and to get on an elevator. Your temperature may be taken by a non-contact device prior to entry into the Courthouse. Please bring your own **MASK**, as they are **REQUIRED** to enter the Courthouse. Only counsel and named litigants will be allowed into the Courtroom. All individuals will be expected to follow social distancing requirements by maintaining a six foot distance between themselves and any other individual. Individuals who are not following social distancing requirements may be removed from the Courtroom.

If you fail to appear at the time and date of your hearing either by phone, WebEx, or in person, a default judgment may be entered against you. If you are unable to attend your hearing for any reason, please contact Division 25 as soon as possible before your hearing at [816-881-3679](tel:816-881-3679) or div25.cir16@courts.mo.gov. Any documentation you want to file in your case must be filed with Civil Records on the 3rd floor of the Courthouse or deposited in the drop box provided at the West entrance to the Courthouse at least three (3) days before your hearing. You can also email filings to civilrecords@courts.mo.gov. You may email motions for continuance to the Division 25 before your hearing is set to begin.

Visit www.courts.mo.gov/casenet to track your case.

General WebEx Information

This Court is now using Cisco's WebEx platform as a means to host its dockets. Each person will need to log into Division 25's "Personal Room" on WebEx to join the docket. Parties will be able to access the personal room by computer or cell phone app. It is very helpful to have a strong Internet or Wi-Fi connection to improve your access to the personal room. All individuals are instructed to access the personal room at least 5-10 minutes before the scheduled hearing as the Court will start calling cases promptly at the scheduled hearing time. Instructions on how to access the personal room are below. The Court will be hearing multiple cases, so please expect to wait until your case is called. Please mute your microphone while waiting for your case to be called.

It is also possible to connect to the Division's personal room by calling in. However, it is a long distance phone call, and fees do apply. As a result, the Court prefers not to use this option. If after reading these instructions you would prefer to participate in your hearing via telephone call, please contact Division 25 at 816-881-3679 or div25.cir16@courts.mo.gov.

Connecting to Division 25's Personal Room via WebEx

There two different ways to access Division 25's Personal Room via WebEx: (A) mobile app or (B) computer. Please review each method before determining which works best for you.

(A) Mobile App

1. Download the free "Cisco WebEx Meetings" app from your app store and open the app.
2. Click on green button that says "Join Meeting".
3. Enter:
<https://mocourts.webex.com/meet/div25chambers> in the "Meeting Number or URL" space. Fill in the next spaces with your personal information. Please use your full name so the Court can identify you. Click enter.
4. Allow the app to have access to your microphone and camera when prompted.
5. The next page will take you to Division 25's "Personal Room." Mute your microphone by clicking the microphone icon until it is red. Click "Join Meeting."
6. After joining, you may be taken to the waiting room. You will be invited by Judge Agnelly to the hearing when the docket starts.

Using the mobile app to connect to the hearing does require connection to the Internet. It is not clear how much data will be used while waiting and throughout the hearing.

(B) Computer

1. Enter:
<https://mocourts.webex.com/meet/div25chambers> in your browser's address bar.
2. You will be asked to enter your name and email address. It is important to include your full name so the Court can identify you when your case is called. Click "Join Meeting."
3. Next you will be prompted in some form to download the WebEx program. Download the program.
4. Once the program is finished downloading, a new window should open. Make sure the round icon that looks like a microphone is red and the one that looks like a camera is green. If one of the features is not available, it will appear gray. Click "Join Meeting."
5. After joining, you may be taken to the waiting room. You will be invited into the video hearing by Judge Agnelly when your case is called.
6. Please unmute your phone only when your case is called.