

## 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 7<sup>th</sup> Floor of the Jackson County Courthouse, 415 E. 12<sup>th</sup> Street, Kansas City, MO 64106**. You may appear for your hearing: (1) in person; (2) by telephone or (3) by videoconferencing.

To appear **IN PERSON**, please arrive early and bring your own **MASK**, because masks are **REQUIRED** to enter the Courthouse. You may experience long wait times to enter the Courthouse and to get on an elevator. 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.

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>. 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](tel:816-881-3735) or [div29.cir16@courts.mo.gov](mailto:div29.cir16@courts.mo.gov). Any documentation you want to file in your case, including any Motions for Continuance, must be filed with Civil Records on the 3<sup>rd</sup> floor of the Courthouse at 415 E. 12<sup>th</sup> Street in Kansas City, or deposited in the drop box provided at the West entrance to the Courthouse at least three (3) 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](tel:816-881-3735) or [div29.cir16@courts.mo.gov](mailto:div29.cir16@courts.mo.gov) if you have any questions.