# NOTICE REGARDING APPEARANCES IN DIV 31

If your case is not set for trial, the Court **STRONGLY ENCOURAGES ALL PARTIES AND ATTORENEYS TO PARTICIPATE BY TELECONFERENCE**, however, you may appear in person.  This is a docket call only and is not a trial setting. It is not necessary to contact the court regarding your decision about how you will attend. If you don’t appear by phone or in person a default judgment may be entered against you.

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| **You will need to** **follow these guidelines**:  1. If you choose to **appear by teleconference**: -  Dial **1 (877) 810-9415** - The **access code is 6536345** -  Mute your phone until your case is called. - Call in at least 5 minutes before your case time. -  If you cannot get on the teleconference after 3 tries call the division directly at (816) 881-3542 or (816) 881-3544. - You are prohibited from recording the proceedings  by a standing order in this Division.  2. If you choose to appear in person in the courtroom:  - Get to the courthouse early as current guidelines require all who enter to have their temperature taken prior to being granted access. You should expect delays. Further, there are only two working elevators so it will take additional time to get to your assigned division. -  Do not enter the courtroom until your notice docket time. -  Only the parties and attorneys will be allowed in the courtroom - do not bring others to the courthouse. -  You must comply with all rules in place including complying with social distancing and you must wear a facemask. |
| **If your case is set for TRIAL** you must appear in person in Division 31, on Floor 7M of the Jackson County Courthouse, 415 E. 12th St., Kansas City, Missouri 64106 unless other arrangements have been made with the Judge. Failure to appear may result in a default judgment being entered against you. Please follow the guidelines for in person appearances as outlined below.  You can **track your case** by clicking on the Case.Net link at the bottom of this webpage, clicking on “case number search” and entering your case number. |