

IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI

IMPORTANT NOTICE

You have been summoned to appear before this court.

There are two ways to comply with the summons:

1. You can choose to appear by telephone conference, or
2. You can choose to appear in person on the courtroom listed on the summons.

YOU ARE ENCOURAGED TO ATTEND BY PHONE

This is an initial setting for the case and is not a trial setting. However, if you fail to appear either in person or by phone a judgment may be entered in favor of the opposing party.

1. **If you choose to appear by teleconference at the time of your scheduled hearing:**
 - Call **(408) 418-9388**
 - Follow the prompts and enter the code: **1462 42 1102**
 - 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) 881-4514.
 - You are prohibited from recording the proceedings.
2. **If you choose to appear in person in the courtroom:**
 - Take a seat until your case is called.

Tracking Your Case

To get updated information on your case including requests for continuances or rescheduling due to emergency closures, you may do so on Casenet:

- Go to www.courts.mo.gov/casenet
- Select Case Number Search and enter case number from your summons.
- Information about your case can be found by clicking “Docket Entries” or “Scheduled Hearings and Trial.”
- If you wish to receive updates, click “Case Header” and click Track This Case.