**DIVISION 33 REMOTE ACCESS PROCEDURES STARTING JANUARY 1, 2025**

You may always attend court in person but for some cases you may, for your convenience, attend by remote access.

Please see the information below to see if your case qualifies for remote attendance – and the procedures to follow.

If you attend remotely you must mute your device until your case is called, do not use a speakerphone, be someplace quiet, and you cannot record the proceedings.

So Ordered, 12/5/2024

/s/J Bushur

**DIVISION 33 CIVIL/DOMESTIC – Civil, Small Claims, and Order of Protection Dockets**

The first setting in Division 33 for Civil, Small Claims, or Order of Protection cases are not a trial setting, but if you fail to appear your case may be disposed of by a default judgment if you are the defendant, or a dismissal if you are the plaintiff.

Until your case is set for trial you may appear remotely as set forth below. However, once a case is set for trial you must appear in person for the trial.

**Civil Dockets (Wednesday Afternoons) - Remote Access**

You may choose to attend **Civil Dockets Wednesday Afternoons** by remote access unless you have been directed to attend in person. If you attend remotely you must mute your device until your case is called. Do Not Use a Speaker Phone. No recording of the proceedings is allowed.

Remote Access by phone:

1-408-418-9388 enter access code 97890294.

**Small Claims (Wednesday 9:30). – Remote Access**

You may choose to attend **Small Claims Wednesday 9:30 ONLY** by remote access unless you have been directed to attend in person. If you attend remotely you must mute your device until your case is called. Do Not Use a Speaker Phone. **All cases set for trial at 10:30. 11:00, and 11:30 will be in person**. No recording of the proceedings is allowed.

 Remote Access by phone:

1-408-418-9388 enter access code 97890294.

**Order of Protection Dockets (Tuesday 9:30 and 10:00) - Remote Access**

You may choose to attend court by remote access unless you have been directed to attend in person. If you attend remotely you must mute your device until your case is called. Do Not Use a Speaker Phone. No recording of the proceedings is allowed.

1-408-418-9388 enter access code 97890294.

**DIVISION 33 CRIMINAL**

In some criminal cases you may be able to attend court remotely as set forth below unless you have been ordered to appear in person. However, consult with your attorney.

If you attend remotely you must mute your device until your case is called. Do Not Use a Speaker Phone. No recording of the proceedings is allowed.

All hearings where witnesses will be called will be in person unless all parties agree otherwise. Contact the court if you have any questions.

**Initial Appearances (Thursday 11:00) Phone**

If you do not have an attorney you MUST appear in person. Attorney may appear with their clients remotely: 1-408-418-9388 enter access code 97890294.

**Preliminary Hearings (Thursday 9:30, 10:00 and 10:30) Phone**

You may appear either in person or by remote access unless you are directed to appear in person.

To appear remotely call: 1-408-418-9388 enter access code 97890294.

**Circuit Arraignments (Thursday 1:30 ) WEBEX Only**

You may appear either in person or by remote access unless you are directed to appear in person.

WebEx Computer:

jeffrey.bushur@mocourts.webex.com

 MEETING # 961 462 657

Or

WebEx by Phone 1-408-418-9388 Access Code: 961 462 657

**In-Custody Criminal Thursday 2:00 WEBEX Only**

Defendants will appear by WebEx Video – attorneys may appear remotely:

WebEx Computer:

jeffrey.bushur@mocourts.webex.com

 MEETING # 961 462 657

Or

WebEx by Phone 1-408-418-9388 Access Code: 961 462 657

**Bond Forfeiture Hearings (Mondays 10:30)**

Defendants must appear in person.

Bonding Agencies and attorneys may appear remotely:

 1-408-418-9388 enter access code 97890294

**Probation Hearings (Mondays 9:30)**

All probation hearings will be in person. No Remote Access.

**Municipal Appeals**

All parties must appear in person. No Remote Access.

**Lone Jack Municipal Docket**

All parties must appear in person. No Remote Access.