

**TELEPHONIC APPEARANCE PROCEDURES FOR  
JUDGE TIMOTHY D. DEGIUSTI'S CASES  
EFFECTIVE NOVEMBER 1, 2009**

**I. POLICY GOVERNING TELEPHONIC APPEARANCES**

Telephonic appearances are allowed for initial status conferences before Judge DeGiusti for parties with counsel of record whose office is located outside of Oklahoma County, Oklahoma, and pro se litigants who reside outside of Oklahoma County. Telephonic appearances may be authorized for other hearings as specifically designated by the Court.

Telephonic appearances will be allowed as coordinated through **CourtCall**, an independent conference call company, pursuant to the procedures set forth in Section II. Pro se litigants, however, may coordinate telephonic appearances for initial status conferences directly with the Court's Deputy Court Clerk, Mike Bailey, at the number listed below.

If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on the calendar, the Court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear.

Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

**II. SCHEDULING A TELEPHONIC APPEARANCE**

Absent an emergency, telephone appearances may be arranged by calling **CourtCall** at **(866) 582-6878** not later than **3:00 p.m.** at least **two business days prior** to the hearing date. Any request for a telephonic appearance made after the above deadline must be Court approved by contacting Judge DeGiusti's Deputy Court Clerk, Mike Bailey, at (405) 609-5122. Pro se litigants may coordinate telephonic appearances directly with Mr. Bailey by the deadline set forth above.

**III. PROCEDURE FOR TELEPHONIC APPEARANCE**

**CourtCall** will provide counsel with written confirmation of a telephonic appearance, and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial into the call not later than 10 minutes prior to the scheduled hearing. **CourtCall does not place a call to counsel.**

The initial charge per participant for a **CourtCall** appearance is \$25 for the first 45 minutes you are connected. For each additional 15 minute increment the charge is \$6.50. If you do not timely call and connect with the **CourtCall** operator, you will be billed for the call and the hearing may proceed in your absence.

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Telephonic appearances for status conferences are connected to chambers, or, depending on the nature of the matter, directly to the courtroom public address system so that a normal record is produced. To ensure the quality of the connection and of the record, the use of car phones, cellular phones, speakerphones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo.

After your call is connected to chambers or the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing shall proceed. Each time you speak, you should identify yourself for the record. When the Judge informs the participants that the hearing is completed, you may disconnect.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Appropriate sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person's conduct makes telephonic appearances inappropriate.