

**JUDGE SOMERS
TELEPHONE APPEARANCE GUIDELINES
June 11, 2019**

Matters in Which Telephone Appearances May be Permitted

Telephone appearances will be permitted at the discretion of the Court. Generally, counsel may appear by telephone for status conferences, scheduling conferences, conferences on discovery motions, non-final pretrial conferences, and where the nature and length of the hearing dictate that it is simply more efficient to appear by telephone. Personal appearance at regular docket matters is preferred, but telephone appearances on regular docket matters may be permitted to reduce counsel's travel time. Telephone appearances on evidentiary matters are impractical and are therefore very rarely permitted. Personal appearances by at least one attorney who will conduct the trial for each party is required at the final pretrial conference.¹

Arranging Appearance by Phone in Advance

All arrangements for telephone appearances shall be the responsibility of the lawyer requesting to appear telephonically. Counsel wishing to appear by phone must first obtain permission by contacting the following (at least one (1) full business day prior to the scheduled appearance):

Topeka Matters:

Division Manager, Joyce Ridgeway at (785) 338-5912;

Assistant Division Manager, Beth Cromwell at (785) 338-5915;

or, email the Courtroom team at [Topeka CRDs@ksb.uscourts.gov](mailto:Topeka_CRDs@ksb.uscourts.gov).

Kansas City Matters:

Division Manager, Judy Cowger at (913) 735-2112;

Assistant Division Manager, Susan Franklin, at (913) 735-2113;

or, email the Courtroom team at [KC CRDs@ksb.uscourts.gov](mailto:KC_CRDs@ksb.uscourts.gov).

¹Fed. R. Civ. P. 16(d).

Wichita Matters:

Division Manager, Melanie Davis, at (316) 315-4112;

Assistant Division Manager, Annette Albright, at (316) 315-4113;

or, email the Courtroom team at [KSBml Wichita CRDs@ksb.uscourts.gov](mailto:KSBml.Wichita.CRDs@ksb.uscourts.gov).

During the Phone Appearance

Counsel should use their land line without the speaker feature, since reception when using a speaker is not always clear. Cell phone usage is highly discouraged during conference calls. If you are calling into a regularly scheduled docket, counsel will be placed on hold until the matter on which you appear is called.

Punctuality

Telephone appearance must be timely. **On the day of the hearing or conference, please call in and be ready to go 5 minutes prior to your scheduled appearance.** If you are going to be delayed, please contact the Clerk's Office at the above numbers, as well as all opposing counsel, well in advance.