



Teleconference Guidelines

To reduce the possibility of exposure to Coronavirus Disease 2019 (COVID-19), unless otherwise ordered by the presiding Judge, routine dockets and hearings will be conducted by telephone conferencing.

Check the [Court website](#) for updates.

To participate in the telephone hearing, dial the correct Toll-Free Call-in Number and enter the seven-digit Access Code followed by the “#” key.

Judge Somers:	1-888-363-4749	Access Code: 7701720
Judge Berger:	1-877-336-1839	Access Code: 9622640
Judge Herren:	1-888-273-3658	Access Code: 6852515

You may be placed on hold until the courtroom deputy activates the conference call, or you may hear others speaking. Another hearing may be in progress; do not announce your presence until the courtroom deputy takes roll call or your hearing is called.

If you have problems connecting or the courtroom deputy does not activate the call within 5 minutes after your scheduled hearing time, hang up and call the Clerk’s Office for help.

Kansas City Cases:	913-735-2110
Topeka Cases:	785-338-5910
Wichita Cases:	316-315-4110

Teleconference Etiquette

1. Call in 5 minutes prior to your hearing time.
2. Use a landline so that the Court can hear you more clearly; avoid using a cell phone.
3. When you call in, immediately place your phone on mute. Only unmute your phone when your case is called.
4. Please do not put your phone on speaker when talking; it is difficult for the Court to hear you.
5. Do not place your phone on HOLD. This often causes music to be played for everyone else on the call.
6. Announce your name EVERY time you speak.
7. Speak slowly and clearly.
8. Do not interrupt speakers.

Go to <https://www.ksb.uscourts.gov> for updates regarding court hearings and telephone instructions.