

JUDGE HERREN'S WICHITA DOCKETS, PRETRIALS & STATUS CONFERENCES

(Effective 10/27/2020)

Until further notice, Judge Herren's regularly scheduled **docket days** and **pretrial/status conference days** will be conducted by telephone. However, counsel and parties should continue to appear **in person** for matters that are scheduled for an **evidentiary hearing or oral argument**, unless instructed otherwise by Clerk's Office staff.

If counsel or parties scheduled for an in-person hearing are uncomfortable so appearing, in lieu of a written motion requesting a continuance or specific accommodation in the manner of conducting the hearing, counsel or a party may contact the Clerk's Office with any concern or request and it will be forwarded to the judge for consideration.

Call-in information for Judge Herren

Conference Call Number: **1-888-273-3658**

Access Code: **6852515#**

Conference Call Etiquette

1. Call in 5-10 minutes prior to your hearing time.
2. Use a land line, when possible, so the Court can hear you more clearly and for the benefit of the ECRO (official recording of the proceeding).
3. When you call in, 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 because it is often difficult for the Court to hear you clearly.
5. Do **not** place your phone on HOLD. This often causes music to be played, which will interfere with others on the call and the ECRO recording.
6. Announce your name EACH time you begin speaking.
7. Speak slowly and clearly.
8. Do not interrupt others when they are speaking.

Check our website for updates at this link: <https://www.ksb.uscourts.gov>. Any updates to this policy will be announced in the **News** section located on our home page and they will also be located under the **Calendars & Dockets** link under the **Wichita** section.