

**KYEB MICROSOFT TEAMS
TELEPHONIC HEARINGS CALL-IN INSTRUCTIONS**

Aug. 2024

Beginning August 1, 2024, telephonic hearings will be held utilizing Microsoft TEAMS software. The local Conference Phone number and Conference ID numbers listed below are reflected on the Court's website calendar:

Conference Phone Number: (859) 474-8484

Phone Conference ID Numbers:

- **Chief Judge Gregory R. Schaaf – 612 091 587#**

****EXCEPTION: August 20, 2024, PIKEVILLE TELEPHONIC Hearings**
Use Conference ID# posted on the Court's PIKEVILLE calendar**

- **Hon. Douglas L. Lutz – 929 067 902#**

NOTE: At the Court's discretion, a different phone conference ID number may be provided by the Courtroom Deputy or via Court order.

If permission is obtained for a telephonic appearance through the proper procedures, the following protocols must be followed:

- At least 10 minutes before the time of the hearing, dial the Microsoft TEAMS Conference phone number.
- Enter the phone conference ID number for the presiding judge.
- You may be placed in a lobby.
- Place your telephone on mute, but **do not** place the call on hold.
- To avoid unnecessary feedback, please avoid using your phone's speaker-phone function.
- Wait until your case is called before speaking. Unmute your phone and **each time** you speak, identify yourself for the record.
- When your case is complete, please hang up or place your phone on mute.
- Should you be disconnected, hang up and call back into the telephonic hearing using the same conference phone number and phone conference ID number.
- **Parties MAY NOT record the hearings on any device.**

Failure to abide by these rules may subject the violator to sanctions, including monetary sanctions and/or suspension or elimination of a party's privilege to appear remotely.

These are general instructions which, in certain hearings, may be altered by Order of the Court. Attorneys may contact the Courtroom Deputy if they have additional questions.