

Instructions for Court Appearance by Telephone

Court appearances by telephone for out-of-town counsel and/or parties is sometimes permitted via the Meet-Me-Line (713-250-5246). Prior permission to use this line must be requested at least two business days before the hearing. To obtain permission, e-mail a request to Courtroom Deputy, Berdine Carter at cmA580d@www.txs.uscourts.gov. In the case of an emergency hearing set with less than 2 days notice, the e-mail must be sent as soon as notice of the hearing is received. On the day of the hearing, the call to Meet-Me-Line must be made five minutes prior to the start of the hearing. Testimony and examination of witnesses is not permitted by telephone appearance. A request to appear by telephone at a hearing must include:

1. Case name and case number;
2. Date and time of hearing;
3. Name of person who will appear by telephone;
 - a. If the person is an attorney, identify the client
 - b. If the person is not an attorney, state the person's relationship to the case
4. Docket number(s) of issue(s) on which that party wants to be heard.