

Name, Address, and Telephone Number
Of Attorney(s)

Attorney for (Name):

Superior Court of California, County of San Francisco

Plaintiff(s)

Case Number: _____

Hearing Date: _____

Time: _____

Department: _____

Defendants(s)

**REQUEST TO APPEAR AT HEARING BY
TELEPHONE**

Attorney requesting to be joined by telephone _____
(Print Name)

Telephone number to be called
()

(The attorney named here will be the person asked for by the Telephone Conference Coordinator.)

Explanation of Procedure

1. Counsel for any party has the right to request to participate by telephone in any hearing of a noticed motion in any department where authorized by the Local Rules, unless the Court advised that a personal appearance is necessary.
2. Counsel not wishing to participate by telephone in such a hearing may appear and argue in person.
3. The cost of any telephone call(s) involved in such hearing will be charged to the telephone number of the first counsel requesting to appear by telephone. Out-of-town counsel will be called collect, and waive the right to appear if the charges are not accepted. (Should counsel wish to apportion charges among themselves, any such arrangements shall be made by such counsel independently.)
4. Counsel requesting to appear by telephone shall be available for two hours after the time noticed for the hearing. Failure to comply with this subsection shall be deemed a failure to appear.
5. Counsel electing to appear by telephone will be notified by the Court of any tentative ruling on the motion at issue at the commencement of the conference call.
6. **COUNSEL ELECTING TO APPEAR BY TELEPHONE SHALL SERVE ON ALL OTHER COUNSEL A COPY OF A WRITTEN REQUEST TO DO SO, AND MUST DELIVER THE WRITTEN REQUEST TO THE DEPARTMENT IN WHICH THE MOTION IS SET.** Counsel wishing to ascertain whether opposing counsel has elected to appear by telephone should contact opposing counsel, NOT the Court.
7. **IF THIS FORM IS NOT RECEIVED BY THE DEPARTMENT IN WHICH THE MOTION IS SET AT LEAST TWO (2) COURT DAYS BEFORE THE HEARING DATE, YOU WILL NOT BE CALLED.**
8. If counsel subsequently elects to appear in person, he or she shall notify the Court and all other parties by telephone at least twenty-four (24) hours before the hearing.

(Signature)