

STEPS THAT MUST BE TAKEN TO APPEAR BY TELEPHONE
(revised October 18, 2018)

1. Under no circumstances may anyone appear using a cell phone or speakerphone.
2. **Counsel may appear by telephone, only upon the granting of a motion seeking leave to appear by telephone; the motion and proposed order must be filed at least 72 hours prior to the scheduled hearing.**
3. When counsel is permitted to appear by telephone, **the following dial-in instructions should be used: a) Dial-in Telephone No.: 713-250-5290, b) Conference ID No.: 45577 and Password: 13579.** Counsel appearing by telephone will be required to dial the designated **telephone number (713-250-5290)** five minutes prior to the commencement time in order to provide the courtroom deputy with the appearance information before the hearing commences.
4. When a matter is called, Judge Bohm will take appearances. Counsel (or parties, if not represented by counsel) should state their name, and all parties they represent.
5. In order to make a proper record, counsel appearing by telephone should state the counsel's name each time the counsel speaks.
6. While appearance on the telephone is permitted, Judge Bohm will not take evidence over the telephone (including the questioning by counsel on the telephone of witnesses present in the courtroom).
7. If anyone appearing by phone makes too much noise—such as shuffling paper, typing on a keyboard, conducting interoffice conversations, etc.—the Court reserves the right to disconnect the telephone line. If the Court disconnects the telephone line, all parties appearing by telephone will be cut off. This is the risk that any party accepts by making a telephonic appearance.
8. The Court may impose sanctions on anyone who fails to comply with these rules.