





## Procedures for Appearing on an AT&T Conference Call for the Honorable Stephen L. Johnson

Using information supplied by the courtroom deputy, dial into the AT&T Conference call **15 minutes prior** to the scheduled hearing.

- If signing in by computer, **the Court's preferred method**, identify yourself when prompted.
- If signing in by telephone only, please identify yourself to the Courtroom Deputy when you have been connected
- Persons appearing will be authorized by the courtroom deputy to **speak only on the matter they are assigned to**.

Persons requesting **continuances** should notify the courtroom deputy by email in advance of the hearing, otherwise matters will be called in order.

Please ensure your **equipment** is adequate. Also, ensure that you have dedicated, **quiet space** for the call. Do not conduct other conversations while on the call even if you are muted.

Reservations not required.

### To join the call via computer (Court's Preferred Method):

Click on the web address link <https://teleconference.uc.att.com/ecm/>

1. Select "**As Guest**"
2. Enter **(888) 363-4735** in the Dial-in phone number
3. Meeting access code: **4426317**
4. Enter your **first and last name and case name**
5. Check the box "**I'm not a robot**" and **follow the prompt**
6. Click on the "**Call me**" button. **You will be prompted to add your dial-out number. AT&T will dial out to the number you provided.**
7. When prompted, **select #1** to join the conference

### Login information (by telephone only):

- Please note you will only be able to be identified by "Guest 1"
- Call the dial-in phone number and enter the meeting access code
  - Dial-in phone number **(888) 363-4735**
  - Meeting access code: **4426317**

### **\*\*Important Notice to the Media and Public\*\***

Unless authorized by the Court, in accordance with the policy of the Judicial Conference of the United States, recording, retransmitting or otherwise copying or capturing any portion of the video or audio content during a hearing, trial or other proceeding taking place before the Court is prohibited.

A violation of this prohibition is subject to sanctions, including but not limited to removal of media credentials, restricted or denial of entry to future hearings, monetary sanctions, the suspension of electronic filing privileges or other sanction the Court deems.