

**TENTH JUDICIAL DISTRICT**  
**Child Support Magistrate**  
**Telephone Appearance Policy**  
**for the Expedited (Child Support) Process**

Requests for a telephone appearance, either in writing or oral, are made to the court administrator.

Valid reasons for appearing by phone include the following:

- a party residing or working more than 100 miles away from the hearing site
- hospitalization or inability to travel because of a medical disability
- incarceration of a party
- having a valid Order For Protection in effect

If the reason for the request for a phone hearing is included above, the court administrator shall confirm the appearance by phone or in writing. The court administrator shall note the telephone appearance on the calendar and include a phone number where the party will be at the time of the hearing.

If the reason for the phone hearing is not included on the list above, the request must be in writing and mailed or faxed to the court administrator. The request shall then be submitted to any child support magistrate for approval or denial.

Each courthouse must have the availability for phone appearances in the expedited child support process. The clerk of court shall facilitate phone appearances by calling the party or parties prior to the commencement of the hearing.