

## **Required procedure for automated small claim telephonic check-in**

Attorneys having a home office located more than 50 miles from the Orange County Courthouse may elect to appear at any scheduled Small Claims Pre-trial Conference/Mediation, as long as they meet the following requirements:

1. Attorneys shall furnish a toll free number and a facsimile number in advance.
2. ATTORNEYS SHALL NOT USE CELL PHONES.
3. Attorneys who appear at a Small Claims Pre-trial Conference/Mediation shall have full settlement authority.
4. Attorneys shall provide advance electronic notice of their intent to appear telephonically.

**The notice shall be entered into to the Court's Mediation Department website at [www.ninja9.org/CntyPhoneMeet/PhoneMeet.asp](http://www.ninja9.org/CntyPhoneMeet/PhoneMeet.asp) , two or more full business days prior to the mediation. Attorneys shall call (407) 836 2004 in advance to secure a permanent user name and password for the website.**

5. The attorney shall enter following information as instructed at the Entry page of the website: court case number, the date and time of each mediation, and the last names of the defendants. When more than 8 cases are scheduled in a one hour period for one law firm, there shall be more than one attorney from the same law firm available.
6. Attorneys need not initiate the call to the Court's Mediation Department at the time of the scheduled Pre-trial Conference/Mediation. You already checked in at the website. Rather, attorneys should call (407) 836-2004, 30 minutes after the last case was scheduled to see if they may be released and all their cases have been addressed.
7. When/if the opposing party appears, the mediator will contact the attorney by calling the toll free number furnished. All attorneys shall be available. At the time the call is placed, the mediator shall not be kept on hold while the operator attempts to locate the attorney. The mediator shall not leave a message and shall not wait for the attorney while the attorney is appearing by telephone before another court on another unrelated case.
8. If the parties reach an agreement during mediation, attorneys shall prepare a stipulated agreement, sign it, and immediately fax the signed agreement back for the opposing party to sign. The fax number in the mediation room would then be provided. The mediator shall then have the opposing party sign the stipulated agreement and fax the fully executed copy back to the attorney.
9. Pro-se litigants who reside more than 50 miles from the courthouse, or having medical cause, may seek to appear telephonically at a Small Claims Pre-trial Conference/Mediation by applying in writing to the judge assigned to their case.

CASES ARE SUBJECT TO ENTRY OF A DEFAULT OR DISMISSAL FOR FAILURE TO FOLLOW THE RULES.

**NOTE: PIP cases are excluded**