

STATE OF INDIANA ) IN THE ST JOSEPH SUPERIOR COURT  
 )  
ST JOSEPH COUNTY ) CAUSE NO.: 71D0\_\_\_\_\_

\_\_\_\_\_, )  
Plaintiff, )  
 )  
vs. )  
 )  
\_\_\_\_\_, )  
Defendant. )

**REQUEST TO APPEAR TELEPHONICALLY**

I am a party in this case, and I understand I have the right to appear in person for the upcoming hearing or trial. However, I am requesting the Court allow me to appear telephonically for the hearing or trial. I am agreeing to the following:

- (1) **Phone Number:** I will call the Small Claims Legal Assistant at **574-245-6796** at the time of my hearing or trial.
- (2) **Exhibits and Documents:** I will mail, email, fax, or e-file any exhibits or documents I intend to use at trial. **I understand I must send a copy to the other party too.** The documents must be received by the Court at least two (2) days before the hearing or trial.
- (3) **Order Granting Request:** If my request is granted, I will obey the Court’s Order for appearing telephonically and filing documents and exhibits.
- (4) **Recording:** I will not record the hearing or trial. If I have any witnesses or other people who participate in the telephonic conference with me, I will not allow them to record the hearing or trial.

Phone number: \_\_\_\_\_

Name (Signature): \_\_\_\_\_

Name (Printed): \_\_\_\_\_

**Certificate of Service**

I certify that I sent a copy of my exhibits/documents by first class mail or email to the other party. I mailed a copy or emailed a copy to the following address:

\_\_\_\_\_ on the following date: \_\_\_\_\_, 20 \_\_\_\_.

Signature: \_\_\_\_\_