

ATTORNEY OR PARTY WITHOUT ATTORNEY <i>(Name, State Bar number, and address):</i>  TELEPHONE NO.: _____ FAX NO. <i>(Optional):</i> _____ E-MAIL ADDRESS <i>(Optional):</i> _____ ATTORNEY FOR <i>(Name):</i> _____	<b>FOR COURT USE ONLY</b>
<b>SUPERIOR COURT OF CALIFORNIA, COUNTY OF</b>  STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
PLAINTIFF/PETITIONER:  DEFENDANT/RESPONDENT:	
<b>NOTICE OF INTENT TO APPEAR BY TELEPHONE</b>	CASE NUMBER:

1. Party intending to appear by telephone is:

- Plaintiff/Petitioner *(name):*
- Defendant/Respondent *(name):*
- Other *(name):*

2. The conference, hearing, or proceeding is for *(describe):*

set on *(date):* \_\_\_\_\_ at *(time):* \_\_\_\_\_ in *(department):* \_\_\_\_\_  
 before *(name of judicial officer, if known):* \_\_\_\_\_

Date:

\_\_\_\_\_

(TYPE OR PRINT NAME)



\_\_\_\_\_

(SIGNATURE)

See Code of Civil Procedure section 367.5 and rule 3.670 of the California Rules of Court to determine if a conference, hearing, or proceeding is one generally considered appropriate for telephone appearance. Note that a court may determine on a hearing-by-hearing basis that a personal appearance is required. (Code Civ. Proc., § 367.5(c).)

This form is intended only to provide written notice to a court and parties as provided in rule 3.670(g)(1)(B) of the California Rules of Court. **Check with court to determine how to make arrangements for telephone services for an appearance either directly with the court or through a court-appointed vendor.**

**This notice must be filed with the court at least three court days before the appearance and must be served at the same time on all other parties in such a way as to ensure delivery to the parties no later than the close of the next business day. (Cal. Rules of Court, rule 3.670(g)(1)(B).)**