**FOR THE ATTENTION OF THOSE ATTENDING VIA TELEPHONE**

**BT meet me is a telephone hearing service.**

**What you need to do now**

* Tell the court your preferred telephone number.
* If you have not already done so you should tell the court if you require an interpreter, or other support to join the call.
* If you want any witness to speak to the court, to give evidence about your case you need to tell the court their preferred telephone number.
* Send your witnesses (if you have them) the information telling them how to join the hearing. You will find this information below.
* Make sure your witnesses are free for the whole of the time the hearing lasts as we cannot say what time they will be needed before the hearing starts.

This information should be provided to the court **no later than 14 days prior** to the hearing or trial. You can provide this information to the court by updating your party contact details on your account.

**If you or someone you wish to rely on in court, cannot join or take part in a telephone hearing and require an alternative hearing, you will need to make an application to the court.**

**Getting ready for the hearing**

Before the date of the hearing, you **MUST:**

* Make sure your telephone **can accept** calls from unknown numbers.
* Agree how you can talk privately with your legal representative during the hearing (if you have one).
* Make sure that you have any papers which you will need for the hearing with you. If they are electronic documents make sure that you have downloaded them before the hearing starts, and you are able to see them.

**On the day of the hearing**

* Whilst the hearing will be recorded by the Court you must not make any personal or private recording or publish any part of the hearing.  It is a criminal offence to do so.
* Please try to be in a private quiet area so that you are not overheard and can hear everything.
* At the date and time of the hearing the Court will call you from an unknown number.
* When you answer the call press \* [star] 1, say your name then press the # [hash] key. You will then join the hearing.
* At the end of the hearing, you will be told what will happen next and when you can expect a decision.

**It’s important you’re ready to accept the call at the time of the hearing so that you can take part. If you do not answer the call, the hearing may go ahead, and a decision could be made in your absence.**