

# REMOTE APPEARANCE REQUEST FORM

Dependency Court

Judges and Hearing Officers may agree to hold non-record conferences or allow record hearing testimony to be conducted remotely, using telephone and/or video conferencing. A request for remote participation should be made **at least two days prior** to the scheduled proceeding to permit the presiding Judge or Hearing Officer to consider the request. **The opposing side, if any, must be copied into any such request.**

**Please complete this Remote Appearance Request Form, and email it to:**

email it to: [DependencyCourt@chesco.org](mailto:DependencyCourt@chesco.org)

CAPTION AND CASE NUMBER: \_\_\_\_\_

\_\_\_\_\_ ID: \_\_\_\_\_

Attorney for requesting party

\_\_\_\_\_  
Phone Number(s) and Email Address(es)

**This request pertains to:**

\_\_\_ Hearing scheduled for (date) \_\_\_\_\_ before Judge \_\_\_\_\_.

Party/attorney/witness (specify) for whom remote participation is requested:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

\_\_\_ Hearing scheduled (date) \_\_\_\_\_, before Hearing Officer \_\_\_\_\_.

Party/attorney/witness (specify) for whom remote participation is requested:

(1) \_\_\_\_\_

(2) \_\_\_\_\_

\_\_\_ Other: (Date of scheduled matter and judge/Hearing Officer, and name and status of person whose remote testimony is requested)

**PROVIDE A FULL EXPLANATION AS TO THE REASON FOR THE REQUEST:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted by:

Date submitted: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed name

Counsel for \_\_\_\_\_ or self-represented party

**I certify that I have copied the opposing counsel or self-represented party with this submission at the following email address: \_\_\_\_\_ on (date) \_\_\_\_\_.**

Type of remote appearance requested:                       telephone                       video

**DISPOSITION OF REQUEST**

The application for remote appearance is: \_\_\_\_\_ **GRANTED** or **DENIED** \_\_\_\_\_

**If your request is granted, you will be contacted by the court with instructions.**

Date: \_\_\_\_\_

\_\_\_\_\_  
Judge or Hearing Officer