# NOTICE: VIRTUAL APPEARANCES SHALL BE VIA CISCO WEBEX. PLEASE READ BELOW!

1. **You may always appear in person for your court date if you like, but you may elect to appear via Cisco Webex if you desire to do so.** For any court dates where witnesses will not be testifying, you may appear virtually. Instructions as to how to appear by Cisco Webex are on the reverse. If you choose to appear in person, you are hereby advised that you will be required to wear a mask while in the building at all times, so long as the Missouri Supreme Court continues to require it.

2. **Rules of Courtroom Decorum Still Apply, even in virtual hearings.** During this emergency period, we have been somewhat relaxed in enforcing rules of courtroom decorum. However, from this point forward, those rules will be enforced. Generally, if you wouldn't do it if you were present in the courtroom, you shouldn't do it when you are appearing virtually. Don't smoke a cigarette during your appearance. Don't swear, curse, or use otherwise foul or offensive language during your appearance. Wear a shirt. Do not appear while lying in bed; sit up. Do not allow others in the room to speak to the Court during your hearing. If you are driving while waiting for your case to be called, pull over when you are brought into the courtroom. Do not eat during your appearance. These are just a few reminders of the rules of courtroom decorum that will be enforced from this point forward.

3. **For large dockets, it may take some time to get to your case.** We will make every attempt to call your case as soon as possible, however, it may be an hour or more. It would be a good practice to have your device fully charged or charging when waiting for your case to be called.

4. **Follow your attorney's instructions as to which manner in which he or she would like you to appear.** If you are represented by counsel, appear in the manner in which your attorney tells you.

5. **These procedures apply to proceeding in front of Judge Skouby only.** For information about whether you can appear via Webex in front of any other judge our court, you should contact the Circuit Clerk at (417) 451-8210.

6. **If you are familiar with Webex and only need the connection information, it is as follows:**

**Meeting Number 146 368 8754**
**URL mocourts.webex.com/meet/jacob.skouby**

**Call-In Number: (408) 418-9388**

Not an Official Court Document

**USING A SMARTPHONE OR TABLET:**

1. Go to the site where you download web apps (App Store, Google Play, etc.) and download Cisco Webex Meetings App. The symbol for the app is a blue and green circle.
2. Open the App and click the green button that says "Join Meeting."
4. At the top of the screen, there is a box to enter the Meeting Number or URL. You can enter either **146 368 8754** or **www.mocourts.webex.com/meet/jacob.skouby**
5. In the text box in the middle of the screen, there is a field for you to enter your name and email address. For your name, please enter YOUR name, so that the Judge can tell who has entered the meeting room. If you do not enter a name here, the Court cannot tell that you are present for your hearing.
6. Click "Join" in the upper right corner of the screen.
7. You will be prompted to view an audio and video preview. Make sure "Use Internet for Audio" is selected in the menu just above the green "Join" button. Make sure your camera is on and your audio is muted by toggling the buttons at the very bottom of the screen and then tap the green button that says "Join." You will be placed in the Lobby of the meeting room and the Court will be notified that you are present. For large dockets, it may take some time for the Court to reach your case. Please be patient and know that the Court will get to you as soon as possible.
8. When the Judge admits you to the meeting, listen for your name to be called so that you can turn on your audio, by tapping the red microphone at the bottom of the screen with a line through it.
9. Depending on your device, you can change from portrait view screen to landscape view screen by turning your device from vertical to horizontal. Please feel free to utilize whatever method works best for you.
10. To leave the hearing when you are excused, please tap the red circle with the "X" in it and follow the prompts. Until you have left the meeting, the Court can still hear you.

**USING A LAPTOP WITH BUILT-IN CAMERA AND MICROPHONE:**

1. Using your internet browser, go to **www.mocourts.webex.com/meet/jacob.skouby**
2. Your machine will attempt to run the meeting on a desktop app. You can utilize this new "window" or you can click on "Join From your Browser" if you wish.
3. You will be prompted to enter your Name and Email Address. Please enter your correct name so that the Court is aware that you have entered the lobby and can call your case timely. If you skip this step, you may be listed in the meeting by your phone's name, or something else, and the Court will not be able to verify your appearance. Click the blue button that says "Next."
4. You will be prompted to preview your video and audio. You may have to grant Webex permission to utilize your microphone and camera. Make sure that "Use Computer Audio" is selected in the drop-down menu just above the meetings at the bottom of your screen. Tap or click the green button at the bottom that says "Join meeting."
5. You will be placed in the lobby of the meeting and the Court will be notified that you are there. Be patient. There is nothing else you need to do at this point on your end to enter the courtroom. You will be admitted to the courtroom when your case is called.
6. When you are admitted, you may receive prompts requesting that you give permission for Webex to use your microphone and/or camera. Tap "Allow."
7. If your laptop microphone or speakers are not working, you can join by telephone. Click the right edge of the Mute/Unmute Button on the bottom of the screen, and choose "Switch Audio" in that menu. Click "Disconnect" with regard to computer audio, and click "Call in" and then "View." You will be provided with the phone number to call and the access code to enter the meeting in that way.
8. When you are excused from your hearing, click the red "X" button at the bottom and then click "Leave Meeting." The Court will be able to continue to hear you until you have successfully left the meeting.

**JOINING BY PHONE ONLY:**

1. Dial (408) 418-9388.
2. You will be prompted to enter the Meeting Number. Enter **146 368 8754 followed by #.**
3. You will be asked for an attendee ID. Skip this step and just enter #.
4. You will be placed in the lobby and identified only by your phone number. The Court will be notified that you are there and you will be admitted shortly.
5. **PLEASE NOTE:** Phone only appearances can be used only for limited purposes and may result in your case being reset for an in-person appearance on another date, as your identity cannot be verified by your voice alone.

# IN THE 40TH JUDICIAL CIRCUIT, NEWTON COUNTY, MISSOURI

| | |
|---|---|
| Judge or Division: JACOB R. SKOUBY | **Case Number: 23NW-CV02559** |
| Plaintiff/Petitioner:<br>LVNV FUNDING LLC<br>vs. | Plaintiff's/Petitioner's Attorney/Address:<br>BRANDON MICHAEL YORK<br>9140 WARD PKWY<br>SUITE 200<br>KANSAS CITY, MO 64114 |
| Defendant/Respondent:<br>AMANDA L MOORE | Date, Time and Location of Court Appearance:<br>**15-NOV-2023, 01:00 PM**<br>**COURTROOM B**<br>**123 E. MAIN NEOSHO, MO 64850 OR VIA CISCO WEBEX VIDEO CONFERENCE- SEE INSTRUCTIONS MEETING #: 146 368 8754** |
| Nature of Suit:<br>AC Contract-Other | |

**FILED**
09/20/2023
PATTY KRUEGER
CLERK, CIRCUIT COURT
NEWTON COUNTY
(Date File Stamp)

## Associate Division Summons

**The State of Missouri to**: **AMANDA L MOORE**
**6011 IRIS RD**
**NEOSHO, MO 64850**

***COURT SEAL OF***

***NEWTON COUNTY***

You are summoned to appear before this court on the date, time, and location above to answer the attached petition. If you fail to do so, judgment by default will be taken against you for the relief demanded in the petition. You may be permitted to file certain responsive pleadings, pursuant to chapter 517, RSMo. Should you have any questions regarding responsive pleadings in this case you should consult an attorney.

If you have a disability requiring special assistance for your court appearance, please contact the court at least 48 hours in advance of scheduled hearing.

09/20/2023 (Date) — Kelsi Drendine DC (Clerk)

Further Information:

**Sheriff's or Server's Return**

**Note to serving officer**: Service must not be made less than 10 days nor more than 60 days from the date the defendant/respondent is to appear in court.

I certify that I have served the above Summons by: (check one)

☐ delivering a copy of the summons and petition to the defendant/respondent.

☐ leaving a copy of the summons and petition at the dwelling house or usual place of abode of the defendant/respondent with _____, a person at least 18 years of age residing therein.

☐ (for service on a corporation) delivering a copy of the summons and petition to: _____ (name) _____ (title).

☐ other: _____.

Served at _____ (address) in _____ (County/City of St. Louis), MO, on _____ (date) at _____ (time).

_____ Printed Name of Sheriff or Server

_____ Signature of Sheriff or Server

**Must be sworn before a notary public if not served by an authorized officer.**

Subscribed and sworn to before me on _____ (date).

*(Seal)*

My commission expires: _____ Date _____ Notary Public

**Sheriff's Fees, if applicable**

| | |
|---|---|
| Summons | $_____ |
| Non Est | $_____ |
| Sheriff's Deputy Salary | |
| Supplemental Surcharge | $ 10.00 |
| Mileage | $_____ (_____ miles @ $._____ per mile) |
| **Total** | **$_____** |

A copy of the summons and petition must be served on **each** defendant/respondent. For methods of service on all classes of suits, see Supreme Court Rule 54.