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Court Conference® is a division of CourtCall®

## Opening a CourtCall Debit Account

### How the Account Works

1. A debit account is much like a bank account in that you deposit funds to be used at a later date. The minimum opening deposit amount is \$250.00.
2. To establish a CourtCall Debit Account using a check, please complete the attached form and mail with your deposit check to CourtCall LLC, 2158 W. 190<sup>th</sup> St., Torrance, CA 90504. To establish a CourtCall Debit Account for your firm using a credit card, complete and email the attached form to [accounting@courtcall.com](mailto:accounting@courtcall.com). For security purposes please DO NOT include credit card information - we will call you for that information.
3. Upon receipt of your initial deposit, you will receive a confirmation letter along with your assigned debit account number and you will also be provided with online access so that you can manage your account.
4. You may replenish your account at any time online or by calling us at 888-882-6878.
5. Authorized members of your firm can use the account each time they schedule a CourtCall so you may schedule delivery of your statement at a frequency that is appropriate for your firm's accounting needs.
6. Any refunded fees will be credited directly back to your debit account.

For general scheduling and payment information, please call (888) 882-6878 to speak with a Customer Service Representative or if you have questions specifically about opening a CourtCall Debit Account, please select option # 5 for our accounting department.

### Benefits of Online Debit Account Management

- Review and update information about your firm
- Add funds to your account
- View your debit ledger at any time
- Select flexible, automated delivery dates for your debit ledger by email or fax
- Manage and print a firm member listing and allow/deny access to your account on a user-by-user basis
- View and download all transactions including credit card, debit account and check payments for your firm. Your download will include detailed information about the transaction including; attorney name, case, Court and Judge information



## Request to Open a CourtCall Debit Account

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