
A Compilation of Local Rules, Standing
Orders, and Court and Chambers
Procedures Regarding the Use of
Telephonic and Video Conferencing in the
U.S. Bankruptcy Courts

Federal Judicial Center

July 2017

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INTRODUCTION

This document is a compilation of the local rules, standing orders, and court and chambers procedures regarding the use of telephonic and video conferencing in the bankruptcy courts. Elizabeth C. Wiggins, with the assistance of Marvin Astrada, Alexander V. Cranford (intern), and Roberto Pattarini (intern), compiled the material by reviewing the websites of the bankruptcy courts.

FIRST CIRCUIT

1. DISTRICT OF MAINE: Telephonic Conferencing

RULE 9074-1—TELEPHONIC HEARINGS, TELEPHONIC PARTICIPATION IN COURT HEARINGS, AND

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TELEPHONIC CONFERENCES

(a) Telephonic Attendance of In-Court Hearings. The Court may permit parties-in-interest and observers to attend in-Court hearings telephonically. For routine matters, parties-in-interest may be heard telephonically, but, without leave of Court, will not be permitted to participate in the presentation of evidence. The Court may determine that observers attending hearings telephonically do so only in a “listen only” or “muted” mode.

(b) Telephonic Conferences and Telephonic Hearings for Non-Routine Matters. Telephonic conferences and telephonic hearings in non-routine matters, including discovery disputes, shall be set specially utilizing procedures for setting special matters.

(c) Facilities and Procedures for Telephonic Hearings, Telephonic Participation in In-Court Hearings, and Telephonic Conferences. The Clerk shall promulgate administrative procedures for telephonic participation in hearings and conferences. Such procedures may include requirements for advance notification and for use of a designated telephone conference vendor (including compliance with such vendor’s reservation and payment requirements).

(d) Record of Telephonic Proceedings. The Court will record telephonic proceedings for the official record as appropriate. Unofficial recordings are not authorized and may not be made without leave of Court.

<http://www.meb.uscourts.gov/hearings>)

****ANNOUNCEMENT** AUGUST 2007**

The U.S. Bankruptcy Court, District of Maine, has entered into a licensing agreement with CourtCall to be the new third party vendor for the Court's telephonic appearance program. Beginning with hearings scheduled to be heard on or after August 21, 2007, parties wishing to appear telephonically must contact CourtCall to arrange their telephonic appearances for regularly scheduled matters. The Court's Administrative Procedures for Telephonic Participation in Hearings governs the telephonic hearing process. CourtCall created the turn-key telephonic court appearance program in 1996 and has served hundreds of Courts and tens of thousands of attorneys. We are confident that this service will assist parties, the bar, and the Court in better managing hearing time. If you have questions about CourtCall's services, please contact them directly at 1-866-582-6878.

Administrative Procedures for Telephonic Participation in Hearings

Commencing with hearings scheduled on or after March 14, 2007, the Bankruptcy Court will conduct all hearings as "in court" hearings on regularly scheduled motion days. Any party has the option to telephonically participate in these hearings, subject to the procedures set forth below. Telephonic appearances must be conducted through a commercial vendor approved by the Court (the "Vendor"). Parties appearing on specially set or emergency telephonic hearings may, but are not required to, use the Vendor.

I. Exceptions to Permitted Telephonic Appearances

These procedures do not apply:

- to hearings involving pro se debtors;
- if counsel will be examining witnesses;
- if counsel is the proponent of a Chapter 11 disclosure statement or plan; or
- if counsel is directed by the court to appear personally.

II. Requirements prior to hearing

All parties appearing telephonically must use the services of the Vendor. Participants in telephonic hearings will each pay the Vendor directly. There is no cost to the Bankruptcy Court for telephonic hearings.

Parties wishing to participate telephonically in a hearing must contact the Vendor no later than 5:00 p.m. on the business day prior to the hearing and provide the following information:

- court date and time;
- name of judge;
- case name and number;
- name and phone number of the attorney/party appearing.

III. Conduct of Hearings

To ensure the quality of the record, the use of digital speaker phones, or any phones in public places, is prohibited. The use of cell phones is permitted only with prior approval of the court.

Each time you speak, you must identify yourself for the record. If an individual schedules a telephonic appearance and then fails to respond to the calendar call, the court may pass the matter or may treat the failure to respond as a failure to appear.

IV. Telephonic Appearance Privileges

The court views these procedures as a privilege for the convenience of the parties. Abuses of these procedures may result in cancellation of the privileges of offending parties.

UNITED STATES BANKRUPTCY COURT DISTRICT OF MAINE TELEPHONIC APPEARANCE VENDOR INFORMATION AUGUST 2007 COURTCALL

For appearances occurring on and after August 21, 2007, the Court will use the services of CourtCall for its telephonic appearance program. CourtCall developed the turn-key telephonic court appearance program in 1996 and serves several Bankruptcy Courts.

SCHEDULING A TELEPHONIC APPEARANCE:

Consistent with the Court's Administrative Procedures for Telephonic Participation in Hearings, telephone appearances may be arranged by calling CourtCall at (866) 582-6878 not later than 5:00 p.m. the business day prior to the court hearing date (or, where appropriate, by visiting our website www.courtcall.com at least two business days prior to the hearing).

FEES:

The initial charge per participant for a CourtCall appearance is \$25.00 (0-45 minutes) and will be supplemented by \$6.50 for every additional 15 minute increment or portion. For example, a 46 minute call would cost a total of \$31.50, as would a 60 minute call. Participants are charged for the entire time they are on with CourtCall, not just the time they are speaking with the Judge. There are no set up fees or cancellation fees. You may open an account with CourtCall or pay by check or by credit card. If you prefer, you may also schedule your appearance with CourtCall online.

PROCEDURE FOR TELEPHONIC APPEARANCE:

CourtCall will provide counsel with written confirmation of a telephonic appearance and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call not later than 10 minutes prior to the scheduled hearing. CourtCall does not place a call to counsel.

If your appearance has not been cancelled and you do not timely call and connect with the CourtCall operator, the hearing may proceed in your absence. Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of car phones, cellular phones, speakerphones, public telephone booths, or phones in other public places is prohibited except with prior approval of the Court. Participants should be able to hear all parties without difficulty or echo.

At the time of your hearing, you may initially be in the listening mode, in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect (hang up) and the next case will be called. If you have multiple hearings on the same calendar that the Court does not hear together, unless otherwise instructed by the Court, stay on the line until your other matter(s) are called.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from the calendar, continuing the hearing, proceeding in the

absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing telephonically.

U.S. BANKRUPTCY COURT, DISTRICT OF MAINE

TELEPHONIC PARTICIPATION IN HEARINGS
FREQUENTLY ASKED QUESTIONS

Updated August, 2011

1. Do I have to use CourtCall?

You have the option of personally appearing in Court for hearings of the Bankruptcy Court for the District of Maine. **However, effective for hearings on and after August 21, 2007, you must use CourtCall if you want to appear telephonically in a regularly scheduled hearing.**

2. If the Court is making me use CourtCall, why do I have to pay for the service?

The Court is not making any party use CourtCall. CourtCall's services are being offered as a benefit to parties that would like to appear for Court hearings telephonically.

3. What are the charges for CourtCall's services?

The initial charge per participant for a CourtCall appearance is \$30.00 (0-45 minutes) and will be supplemented by \$7.00 for every additional 15 minute increment or portion thereof. For example, a 46 minute call would cost a total of \$37.00 as would a 60 minute call. Participants are charged for the entire time they are on with CourtCall, not just the time they are speaking with the Judge. **There are no set up fees or cancellation fees. You may open an account with CourtCall or pay by check or by credit card. If you prefer, you may also schedule your appearance with CourtCall online.**

4. Do I have to obtain permission from the court or other interested/objecting parties to use CourtCall to make an appearance?

Generally, no. Any party may appear telephonically for routine matters on regularly scheduled Court hearing days. The exceptions can be found in the Court's [*Administrative Procedures for Telephonic Participation in Hearings*](#).

5. What do I have to do to use CourtCall?

Please see the [Telephonic Appearance Vendor Information](#).

6. What is the process for signing up to appear telephonically for a hearing? Is it different for Bangor? Augusta? Portland?

With the exception of specially set matters, the Bankruptcy Court no longer conducts hearings in Augusta. Most "Augusta" hearings are scheduled for Bangor, and parties will be able to participate telephonically through CourtCall.

7. What happens if the matter I am signed up to appear in is taken off the Court's agenda (whether because it is canceled or because an order is signed prior to the hearing)?

As is currently the case with both Judge Kornreich and Judge Cary, matters set for hearing are regularly reviewed for substance and objections. When there are no objections, and the movant is entitled to the relief sought, motions may be acted on and removed from the hearing agendas. This process will continue in the same manner. Once you are aware that your matter has been taken off the hearing calendar, please contact CourtCall to let them know you will not be appearing by telephone. **There is no charge from CourtCall unless you actually participate in a telephonic appearance.**

8. Is there a limit to the number of people that can appear on a call?

There is no limit to the number of parties that can appear telephonically for a given hearing/agenda.

9. Can Attorneys/parties patch/conference other parties in on a CourtCall Appearance through their own phone?

No. To assure optimal sound quality, each participant must make their own arrangements with CourtCall.

10. Can I call from my cell phone?

No. You must receive special permission from the courtroom deputy, who will consult with Chambers, if you request an exception to call from a cell phone for a specific hearing.

11. I work for a government agency. Does my agency have to pay for this service?

Yes. CourtCall is an unrelated, independent vendor. If you choose to take advantage of their services, you (or your agency) must pay them.

12. Does the moving party have to provide CourtCall with the phone numbers of all parties that will be appearing at the hearing?

No. Each attorney who wants to appear telephonically is responsible for contacting CourtCall.

2. DISTRICT OF MASSACHUSETTS: Telephonic and Video Conferencing

RULE 9074-1. APPEARANCES BY TELEPHONE OR VIDEOCONFERENCE

Request to Appear By Telephone or Videoconference: A person may appear at a pretrial conference or non-evidentiary hearing by telephone or by videoconference, for good cause shown. The request shall be in writing and timely filed with the Clerk and will be allowed only if appropriate under the circumstances, considering, without limitation, the nature of the hearing, proximity of the person requesting such an appearance, and the resulting savings in travel time and reduction of expenses of that person and/or the Court. The telephone numbers and fax numbers for the Courtroom deputies are set forth in Appendix 5.

ELECTRONIC COURTROOMS

Evidence Presentation Technology

The United States Bankruptcy Court for the District of Massachusetts has installed electronic evidence presentation systems in all of the Boston and Springfield courtrooms, plus one Worcester courtroom. Also, please note our [Electronic Devices Policy](#) before arriving at the Court. For information on using this technology please contact the appropriate courtroom deputy below:

Boston

Judge Frank J. Bailey:

Judicial Staff Attorney Natalie Sawyer - (617) 748-5347

Judge William C. Hillman:

Courtroom Deputy Regina Brooks - (617) 748-5337

Judge Joan N. Feeney:

Courtroom Deputy Peggy Defren - (617) 748-5327

Springfield

Judge Henry J. Boroff:

Courtroom Deputy Stephen Reynolds - (413) 785-6909

Worcester

Chief Judge Melvin S. Hoffman:

Courtroom Deputy Halina Magerowski - (508) 770-8927

Document Camera

A document camera enables counsel to present electronic evidence with video monitors and/or a projection screen. Evidence in the form of documents, pictures, photo negatives, x-rays, and 3D objects are all viewable.

Video Monitors

Video monitors are located at the judge's bench, the courtroom clerk's station, the witness box, the lectern, and counsel tables. The witness and lectern monitors are equipped with touch screen technology which provides for an annotation tool. The annotation tool will allow court users to draw or mark on the screen with a stylus or finger without altering the original document itself.

Video Cassette Recorder/DVD Player (VCR/DVD)

The combination VCR and DVD player allows playback of VHS tape or DVD evidence through the video distribution and display system. It contains a search feature that allows the operator to slowly advance an image. The annotation tool provides the witness and the attorneys with the opportunity to annotate over the taped images using the touch screen monitors.

Computer Inputs

Laptop video and audio connections are available for presenting evidence from the lectern, making it possible for attorneys to present both audio and video presentation as evidence. A 26-point font size is recommended for presentation from a laptop computer.

The Court strongly recommends testing laptop systems in the courtroom before use in open court. This is especially true if planning to use a laptop to play sound, or the VCR to view a VHS tape. Past experiences have proven that different media recordings produce different results. Under these circumstances it may be necessary to make certain changes to accommodate specific media.

Video Conferencing System

The video conferencing system can be utilized for a variety of video communication applications, including simple video conferencing, multi-source conferencing, and mixed output video conferencing such as the presentation of documents, computer output and VHS/DVD videos within a video conference.

Telephone Conferencing System

The telephone conferencing system can support six parties and is integrated into the courtroom audio system.

3. DISTRICT OF NEW HAMPSHIRE: Telephonic and Video Conferencing

Telephonic hearings are governed by **Local Bankruptcy Rule 9074-1 and Administrative Order 9074-1**. All parties seeking to participate in hearings by telephonic appearance must utilize the services of CourtCall, an independent conference call company.

Participants must notify CourtCall toll-free by telephone (866-582-6878) or by fax (866-533-2946) no later than 3:00 pm (EST or EDT, as applicable) of the business day prior to the hearing. Permission to appear telephonically on shorter notice must be obtained by contacting the courtroom deputy (for BAH call 603-222-2644, for JMD call 603-222-2685) and will only be granted if just cause exists.

Participants must provide CourtCall with the following information:

- Case name and number
- Name of judge
- Hearing date and time
- Name, address and telephone number of the participant
- Name of the party represented by the participant
- Matter on which the participant wishes to be heard or whether the participant intends to monitor the proceeding in “listen only” mode

No special equipment is required to use the service, although CourtCall does charge a fee for their services.

Any questions about CourtCall’s fees or policies should be directed to CourtCall at 866-582-6878 or online at www.courtcall.com.

LBR 9074-2. TELEPHONIC APPEARANCES AND HEARINGS (A) TELEPHONIC APPEARANCES

Where telephonic appearances are permitted pursuant to AO 9074-1, parties shall follow the procedures as specified therein. All other telephonic appearances in matters other than those permitted by AO 9074-1 may be considered by the court only upon timely request to the courtroom deputy of the judge assigned to the case in chief or adversary proceeding. (b) Video Conference Hearings. Any request for a video conference hearing shall be timely made to the courtroom deputy of the judge assigned to the case in chief or adversary proceeding. (c) Telephone Numbers. The telephone numbers for the court’s courtroom deputies may be obtained on the court’s website at www.nhb.uscourts.gov. Cross-Reference: C AO 9074-1 (Telephonic Appearances)

AO 9074-2 TELEPHONIC APPEARANCES

All parties seeking to participate in hearings by telephonic appearance must utilize the services of Court Call, an independent conference call company. Unless otherwise authorized by the court, no telephonic appearance will be allowed unless it is made through Court Call pursuant to the procedures set forth in

paragraph (b) below. Under no circumstances may any participant record or broadcast the proceedings conducted by the bankruptcy court.

(a) Policy Governing Telephonic Appearances

(1) Telephonic appearances are allowed in all matters before the court except the following:

(A) Trials and evidentiary hearings—all counsel and all witnesses must appear in person.

(B) Chapter 11 status conferences—debtor and debtor’s counsel must appear in person, other parties in interest may appear telephonically.

(C) Chapter 11 confirmation hearings—debtor, debtor’s counsel and all objecting parties must appear in person.

(D) Hearings on reaffirmation agreements—debtor and debtor’s counsel must appear in person.

(E) Pretrial conferences—all counsel and pro se parties must appear in person unless excused by the court.

(F) Any matter designated by the court as one requiring a personal appearance.

(2) A party may participate by telephonic appearance in more than one case on a list. Any party solely interested in monitoring the court’s proceedings may participate by telephonic appearance in “listen only” mode.

(3) If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on the calendar, the court may pass the matter or may treat the failure to respond as a failure to appear. Individuals making use of the conference call service are cautioned that they do so at their own risk.

(4) To ensure the quality of the record, the use of car phones, cellular phones, speakerphones or phones in other public places is prohibited. Each time the participant speaks, he must identify himself for the record. The call may not be placed on hold at any time. When the hearing is completed, the participant may disconnect or, if appearing by telephone in a later case on the same list, may stay on the call and wait for the next case to be called.

(b) Scheduling a Telephonic Appearance

(1) Participants must notify Court Call toll free by telephone (866-582-6878) or by facsimile (866-533-2946).

(2) Participants must provide Court Call with the following information:

(A) Case name and number.

(B) Name of judge.

(C) Hearing date and time.

(D) Name, address and telephone number of the participant.

(E) Name of the party represented by the participant.

(F) Matter on which the participant wishes to be heard or whether the participant intends to monitor the proceeding in “listen only” mode.

(3) Participants will receive fax confirmation and instructions for telephonic appearance from Court Call. It is the participant’s responsibility to dial in to the call not later than ten minutes prior to the scheduled hearing.

(4) Any questions about telephonic appearances should be directed to Court Call at 866-582-6878.

(5) Information about Court Call's policies may be obtained from its website at www.courtcall.com or by calling 866-582-6878.

(c) Fees. The fee for the telephonic appearance is fixed by Court Call, depending on the length of time the participant is on the call, regardless of the number of cases the participant appears in during a call or whether the participant is actually heard by the bankruptcy court or is in "listen only" mode. Each participant will be charged or billed an initial fee at the time of the reservation with Court Call, with appropriate increments, if any, to be charged or billed based upon the fee rate, available on the court's website at www.nhb.uscourts.gov, which rates may be amended from time to time. There are no subscription fees, and no special equipment is required to use the service. Cross Reference: C LBR 9074-1 (Telephonic Appearances and Hearings)

4. DISTRICT OF PUERTO RICO: Telephonic Conferencing

RULE 9074-1. TELEPHONE CONFERENCES

(a) *Request for Telephonic Proceedings.* A party may request that a hearing or conference be conducted by telephone. The request must be made in writing no less than three (3) days prior to the scheduled hearing, unless otherwise authorized by the court. The court will determine whether to grant the request on the basis of, inter alia, conservation of the time and resources of the parties and the court.

(b) *Scheduling a Telephonic Appearance.* If the telephonic appearance is granted by the court, it will only be allowed through Court Call at (866) 582-6878 not later than 3:00 P.M. the court day prior to the hearing date.

(c) *Procedure for Telephonic Appearance Using Court Call.* Court Call will provide counsel with written confirmation of a telephonic appearance and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call not later than ten (10) minutes prior to the scheduled hearing. Court Call does not place a call to counsel.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of car phones, cellular phones, speakerphones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo.

At the time of your hearing, you may initially be in the listening mode, in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court's teleconferencing system allows more than one speaker to be heard, so the judge can interrupt a speaker to ask a question or redirect the discussion. When the judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from the calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or permanent prohibition against a person appearing telephonically.

(d) *Reliance on Written Submissions and Use of Exhibits.* Copies of any written submission or exhibit to be considered in connection with a matter scheduled for a telephonic hearing or conference must be filed with the clerk and served upon the parties in a timely fashion in accordance with LBR 9070-1.

(e) *Duty of Movant and Counsel To Be Available.* Upon the filing of a request for a telephone conference, movant and counsel have a duty to be and remain available for immediate hearing or contact by the court with respect to their request.

5. DISTRICT OF RHODE ISLAND: Telephonic and Video Conferencing

RULE 9074-1. TELEPHONE AND VIDEO CONFERENCES AND HEARINGS

(a) Request for Telephonic and Video Conference Proceedings. The Court may permit any party in interest to participate in a hearing by telephone or video conference. A plaintiff, movant or applicant desiring a telephonic or video hearing or conference may request the same when the motion or application is filed, or at the time the matter is scheduled for hearing. Parties in interest may request, not less than three (3) days in advance, that a hearing or conference be conducted by telephone or video conference. Any party requesting a telephonic hearing or video conference shall advise the Court whether or not other parties agree to conduct the hearing by telephone or video conference. The Court shall determine whether to grant the request on the basis of, inter alia, conservation of the time and resources of the parties and the Court. At any time, the Judge may vacate any previously granted application to appear via video or telephone conference, and may order such party to personally appear in court for any hearing.

(b) Reliance on Written Submissions and Use of Exhibits. Copies of written submissions or exhibits to be considered in connection with a matter scheduled for telephonic or video hearing shall be filed with the Clerk and served upon the parties in accordance with R.I. LBR 9070-1.

(c) Procedure for Arranging Video Conferencing. It is the responsibility of the party seeking the video conference to make the necessary arrangement, and all costs of transmission, including the hire of equipment and operators at remote sites, will be its responsibility. In addition, after the granting of a request for a video conference/hearing, the requesting party shall contact the courtroom deputy to coordinate the proceeding.

(d) Procedure for Hearing via Video Conference. The person arranging the video conference/hearing must ensure that there are sufficient microphones and that the cameras can cover all relevant parties. In addition, it is the responsibility of the movant to provide a qualified operator at the remote site throughout the hearing to deal with technical issues.

(1) Decorum. The provisions of Local Rule 5072-1 governing courtroom decorum shall apply and the formalities of courtroom protocol shall be observed.

(2) Witnesses. Any witness called will be sworn in by video conference by the courtroom deputy clerk or other authorized court personnel.

(3) Identification. All parties in attendance must identify themselves and state their interest in the proceeding.

(e) Technical Requirements. Any video-conferencing system utilized under this rule must meet the following minimum requirements:

(1) All participants must be able to see, hear, and communicate with each other simultaneously during the proceeding.

(2) All participants must be able to see, hear, and otherwise observe any physical evidence or exhibits presented during the proceeding, either by video, facsimile, or other method.

(3) Video quality must be adequate to allow the Court and the participants to observe each other's demeanor and nonverbal expressions.

(4) Video conference facilities must provide for confidential communication between attorneys and their client.

(5) The Court must be satisfied that the equipment at the remote site is adequate and appropriate. To accomplish this, a test run between the remote site and the Court site must be conducted 24 hours prior to the commencement of the hearing.

(6) The Clerk's office will need the following technical information:

(A) Address and phone number of the remote site

(B) Details of the remote video conferencing equipment, including number of ISDN lines and connection speed (a minimum connection speed of 384K is required).

(f) Recording of Hearing. The video conference/hearing constitutes a Court proceeding, and recording of other than the official court version is prohibited. No party may record images or sounds from the remote location.

RULE 5072-1. COURTROOM DECORUM [MODIFIED 9/9/13]

(a) Announcement of Representation. Upon the call of the case, counsel, or if appropriate, a pro se litigant, shall announce his/her name for the record and the name of the party or parties he/she represents.

(b) One Counsel per Party. Unless leave of Court is obtained in advance, only one counsel for each separate interest shall conduct the examination of any one witness, present argument, or make objections with respect to the testimony of that witness.

(c) Offer and Marking Exhibits. Before referring to, using, or offering into evidence any exhibit, counsel shall first have the proposed exhibit marked for identification with a copy to opposing counsel.

(d) Courtroom Security. Security personnel, including the United States Marshal, a Deputy Marshal, or a deputized court security officer, shall inspect all objects carried by persons entering the premises. No one shall enter or remain on the premises without submitting to such an inspection. Security personnel may search the person of anyone entering the premises or any space in it. Anyone who refuses such a search shall be denied entry.

(e) Cellular Telephones, Laptop Computers, Tablets and Beepers.

(1) General Public. Anyone entering the courtroom is required to turn off all cellular phones and noise emitting beepers before entering the courtroom. Laptop computers and tablets will be allowed in the courtroom only upon prior request and approval of the Court, except while in use at counsel table.

(2) Members of the Media. Members of the media who, prior to entering any interior portion of the United States Bankruptcy Court space, show professional credentials to Court Security shall be deemed to have the Court's approval to use electronic devices, including but not limited to laptop

computers, tablet computers, and cellular telephones for purposes of note taking and transmission and/or publication of text, so long as the use of such devices does not interfere with or disturb ongoing court proceedings. Cellular phones may not be used during court sessions to make telephone calls.

(3) General Prohibition. Except to the extent expressly authorized by the Court, no person shall photograph, record, broadcast, or otherwise transmit any proceeding, event or activity in or from any interior portion of the United States Bankruptcy Court space. The Court may permit photographing, recording or broadcasting of ceremonial proceedings upon such terms and conditions as the Court may specify.

(g) Courtroom Attire. All persons appearing before the Court or attending Court are expected to dress in appropriate attire. The Court reserves the right to dismiss individuals from the courtroom if they are dressed inappropriately

SECOND CIRCUIT

1. DISTRICT OF CONNECTICUT: Telephonic Conferencing

JUDGE JULIE A MANNING

Telephonic participation in **non-evidentiary** matters may be permitted in the Court's discretion. Requests to participate telephonically should be directed to the Judge's courtroom deputy, Renee Senteio: Renee_Senteio@ctb.uscourts.gov.

JUDGE ANN M. NEVING

Telephonic participation in **non-evidentiary** matters may be permitted at the Court's discretion. Requests to participate telephonically should be directed to the Judge's courtroom deputy, Pam Esposito, through email: Pamela_Esposito@ctb.uscourts.gov

JUDGE JAMES J. TANCREDI

Telephonic participation in **non-evidentiary** matters may be permitted at the Court's discretion. Requests to participate telephonically should be directed to the Judge's courtroom deputy, Karen Van Kruiningen, through email: [Karen_Van Kruiningen @ctb.uscourts.gov](mailto:Karen_Van_Kruiningen@ctb.uscourts.gov).

2. EASTERN DISTRICT OF NEW YORK: Telephonic and Video Conferencing

JUDGE’S PROCEDURES: REQUESTING TELEPHONE OR VIDEO APPEARANCES
(<http://www.nyeb.uscourts.gov/judges-procedures#1009>)

a. Telephone Appearances

Telephone appearances may be requested by emailing or calling the courtroom deputy clerk for the judge before whom the matter is pending at the email address or telephone number provided for this purpose on the Court’s website. Requests must be made at least two business days in advance of the hearing, and will be considered on a case-by-case basis.

b. Video Appearances

Facilities may be available to permit appearances to be made by video in Central Islip and in Brooklyn. Requests to appear by video in Brooklyn for a hearing in Central Islip, or to appear by video in Central Islip for a hearing in Brooklyn, may be made by telephone or email to the judge’s courtroom deputy at least 7 days prior to the scheduled hearing date. Requests to appear by video in either Brooklyn or Central Islip from a location outside the district should be made at least 14 days prior to the scheduled hearing date. Requests to appear by video will be considered on a case-by-case basis.

JUDGE TRUST’S PROCEDURES:

Appearances by Telephone:

Requests to appear by telephone are to be emailed to ast_hearings@nyeb.uscourts.gov at least two (2) business days prior to the scheduled hearing date. Requests must state the reason why the telephonic appearance is being sought. If a telephonic appearance is not granted, the parties are required to appear in person. Any request for a telephonic appearance must be copied to all parties who have filed papers related to the subject matter.

Appearances by video from the Conrad B. Duberstein United States Bankruptcy Courthouse in Brooklyn: The Court has facilities available to permit appearances to be made by video from the Conrad B. Duberstein United States Bankruptcy Courthouse in Brooklyn. Requests to appear by video are to be emailed to the Judge’s Courtroom Deputy, Yvette Mills, at ast_hearings@nyeb.uscourts.gov at least ten (10) business days prior to the scheduled hearing date.

Requests must state the reason why the video appearance is being sought. If a video appearance is not granted, the parties are required to appear in person. Any request for a video appearance must be copied to all parties who have filed papers related to the subject matter.

Courtroom Technology EDNY

What's Available in Brooklyn
[Click Here for Teleconferencing Information](#)

What's Available in Central Islip

Audio / Video Capability - Audio/Video Conferencing (IP and ISDN), Teleconferencing, Document Camera (Elmo), VCR, Witness Table Document Camera, Laptop Connection, DVD playback with DVD compatible Laptops, Projector and LCD displays, full microphone hookups at Lectern, Attorney Tables and Witness Table with Lavalier, Hearing Impaired and Court Interpretation System.

All requests for our Courtroom Hearing Impaired or Court Interpretation Systems should be made one week prior to the hearing by contacting the appropriate Courtroom Deputy to ensure availability. Of course, the Court will attempt to accommodate any other requests.

Our systems in Central Islip provide amplification of the Courtroom audio via a Court supplied headset, one of your compatible headsets, or a Court supplied lanyard if your hearing aid is T-Coil compatible. A Court supplied receiver will need to be requested from the Courtroom Deputy for this system to function.

In Brooklyn, the headsets are normally set to ∞ which provides amplification of the Courtroom audio. Here are the options from left to right:

∞ (Selects amplified audio of all microphones, including Court Interpreter)

1 (Selects Court Interpreter Only)

2 (Selects all microphones except the Interpreter)

Audio Only Capability - For The Record (FTR) digital recording system for efficient recording, playback, and transcription services or audio CD duplication.

A number of our courtrooms are equipped with a video system, which allows the connection of laptops. To utilize this system, please observe the following:

CourtCall instructions for the Eastern District of NY
(http://www.nyeb.uscourts.gov/sites/nyeb/files/cour_call.pdf)

CourtCall originated the regularly scheduled and voluntary program for attorneys to make appearances by teleconference. Through its CourtConference division CourtCall services a variety of Bankruptcy Courts, including those handling the PG&E, WORLDCOM, ENRON, UNITED and CONSECO cases. Hundreds of thousands of CourtCall Appearances have been made in State, Federal and Bankruptcy Courts in Arizona, California, Florida, Georgia, Hawaii, Iowa, Illinois, Indiana, Louisiana, Maryland, Michigan, Mississippi, New Jersey, New Mexico, New York, Oregon, Texas, Utah, Washington and West Virginia, saving lawyers hundreds of thousands of hours and their clients millions of dollars. Become a full-service Court with CourtCall.

Subject to an individual Judge's specific procedures, generally, telephone appearances may be arranged by calling CourtCall at (866) 582-6878 not later than 3:00 p.m. the court day prior to the hearing date.

PROCEDURE FOR TELEPHONIC APPEARANCE.

CourtCall will provide counsel with written confirmation of a telephonic appearance, and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call not later than 10 minutes prior to the scheduled hearing.

CourtCall does not place a call to counsel.

The initial charge per participant for a CourtCall Appearance is \$50.

The charge increases based upon the length of the call: (a) 0-90 minutes - \$50; (b) 91-180 minutes - \$80; (c) 181-270 minutes - \$120; (d) 271-360 minutes - \$160; (e) 360 and above - an additional \$40 per each additional 90 minute increment. If you do not timely call and connect with the CourtCall operator, you will be billed for the call and the hearing may proceed in your absence.

Telephonic appearances are connected directly with the Courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of car phones, cellular phones, speakerphones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. At the time of your hearing, you may initially be in the listening mode, in which case you will be able to hear the case before yours just as if you were in the Courtroom. After your call is connected to the Courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

3. NORTHERN DISTRICT OF NEW YORK: Telephonic Conferencing

INDIVIDUAL JUDGE PROCEDURE: (<http://www.nynb.uscourts.gov/judges-info>)

Telephonic Conferencing:

CHIEF JUDGE MARGARET CANGILOS-RUIZ:

Unless a hearing is specifically designated as a telephonic hearing or conference, a party is required to appear in person or through counsel. Any special request to appear telephonically in lieu of a physical appearance should be directed to Carolyn Behm (carolyn_behm@nynb.uscourts.gov), courtroom deputy, well in advance of the hearing and provide good reason therefor.

JUDGE ROBERT E. LITTLEFIELD, JR.:

Unless a personal appearance is excused in advance or the court sets a telephonic hearing, telephonic appearances are not allowed. The court will not excuse an appearance unless there is a showing of exceptional circumstances.

JUDGE DIANE DAVIS:

(Utica Courtcall Calendar): (CourtCall Telephonic Hearings are only available for cases where the debtors reside in the following Counties: St. Lawrence, Franklin, Fulton & Montgomery). Telephonic appearances are not allowed, unless exigent circumstances exist. Parties would need to contact Colleen Johnson (315-266-1102), prior to the day of the hearing.

UPDATED July 3, 2014

- The United States Bankruptcy Court for the Northern District of New York (Utica Division Only) has arranged for parties to participate by telephonic appearance in hearings using CourtCall, an independent conference call company.
- Under no circumstances may any participant record or broadcast the proceedings conducted by the Bankruptcy Court.
- All parties may appear in Utica -OR- appear telephonically through CourtCall.

I. POLICY GOVERNING TELEPHONIC APPEARANCES

Motions and Notices should be filed in accordance with the Local Rules. Hearing place should be U.S. Bankruptcy Court, 10 Broad Street, Utica, New York. Telephonic appearances are allowed in all matters before Judge Davis for the CourtCall Calendar, exception: Trials, Evidentiary Hearings, Chapter 11 Hearings (all counsel and witnesses must appear in person for those matters) and such other matters as further designated by the Court. No telephonic appearance will be allowed unless it is made through CourtCall, an independent conference call company, pursuant to the procedures set forth in Section II. If an individual schedules a telephonic appearance and then fails to respond to the call of the matter on the calendar, the Court may pass on the matter or may treat the failure to respond as a failure to appear and

deny the relief requested. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear. (Individuals making use of the CourtCall service are cautioned that they do so at their own risk). To ensure the quality of the record, the use of speakerphones is prohibited. Each time you speak, you must identify yourself for the record. Do not place the call on hold at any time. When the Judge informs the participants that the hearing is completed, you may disconnect at that time.

II. SCHEDULING A TELEPHONIC APPEARANCE

Participants must notify CourtCall, toll free, by phone at (866) 582-6878 or by facsimile (866) 533-2946 no later than 2:00 P.M. the day prior to the hearing. Participants must provide the following information: a. Case name and number b. Name of Judge c. Hearing date and time d. Name, address, phone number of participant e. Party whom participant represents f. If participant wants to be heard “live” or “listen-only” mode.

III. PROCEDURE FOR TELEPHONIC APPEARANCE

CourtCall will provide counsel with written confirmation of a telephonic appearance, and give counsel a number to call to make the telephonic appearance. It is counsel’s responsibility to dial in to the call no later than 10 minutes prior to the scheduled hearing. CourtCall does not place a call to counsel. Telephonic appearances are connected directly with the courtroom’s public address system and electronic recording equipment so that a normal Court record is produced. To ensure the quality of the record, the use of speakerphones is prohibited, except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo. At the time of your hearing, you may initially be in the listening mode. In this case, you will be able to hear the cases before yours, just as if you were in the courtroom. After your call is connected to the courtroom, the Courtroom Deputy will call the case and request appearances. The Judge will direct the manner in which the hearing proceeds. Each time you speak you should identify yourself for the record. The court’s teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. If applicable, when the Judge informs participants that the hearing is completed, you should stay in “listen mode” for your next matter to be called. If you have no other matters on the calendar you may disconnect at this time. If the Judge holds your matter to the end of the calendar call for argument, you may stay on the line in “listen mode” or disconnect. The Court will have CourtCall reconnect when it is ready to hear your argument. Parties MUST be available when CourtCall is ready to connect. Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person’s conduct makes telephonic appearances inappropriate. Any questions about telephonic appearances should be directed to CourtCall at (866) 582-6878.

IV. FEES

The fee for the telephonic appearance is fixed by CourtCall depending on the length of time the participant is on the call, regardless of whether the participant is actually heard by the Bankruptcy Court or is in “listen-only” mode. Each participant will be charged an initial fee of \$30.00, at the time of reservation. The fee for telephonic appearance is as follows: Call Length Fee 0-45 minutes \$30.00; 46-60 minutes \$37.00; 61 minutes and above \$7.00 per each additional 15 minute increment There are no subscription fees and no special equipment is required to use this service.

4. SOUTHERN DISTRICT OF NEW YORK: Telephonic Conferencing

TELEPHONIC APPEARANCES (POUGHKEEPSIE)

A. Telephonic appearances at court hearings are permitted in certain circumstances. Parties may appear telephonically to listen to the proceedings or to make limited argument. Lengthy argument is NOT allowed. The party wishing to appear telephonically must obtain consent to appear via telephone from all necessary parties prior to contacting Chambers for approval at least 24 hours before the hearing. Once approval is granted, the party MUST set up the telephonic appearance at least TWO HOURS BEFORE the hearing is scheduled.

Each time the party speaks, he or she must identify himself or herself for the record. If an individual schedules a telephonic appearance and then fails to respond to the calendar call, the court may pass the matter or may treat the failure to respond as a failure to appear. Individuals who appear telephonically are cautioned that they do so at their own risk.

Under no circumstances may any participant record or broadcast the proceedings conducted in the U.S. Bankruptcy Court for the Southern District of New York.

Those parties wishing to participate in hearings telephonically must submit a request to appear telephonically to Frances Fredericks via e-mail at Frances_Fredericks@nysb.uscourts.gov (link sends e-mail). Such request must be submitted no later than 3:30 p.m. Friday preceding the calendar. The e-mail request must contain the following in order to be functioned upon:

1. Date and time of hearing,
2. Case name and number,
3. Appearing party's name and, if applicable, their client's name,
4. Client's role in the case (i.e., a creditor, party in interest, movant, opposing party, etc.), whether such party filed pleadings with respect to the subject hearing, and whether the party intends to present evidence telephonically,
5. Whether such appearing party wishes to utilize an active line (i.e., participate in the hearing) or a listen-only line,
6. Indicate that the request is consented to by all parties.

Upon approval of the request to appear telephonically, parties are directed to contact CourtCall at 310-342-0888 within 24 hrs. prior to the hearing date to register. CourtCall will not grant registration to any party that has not obtained prior authorization from Chambers.

TELEPHONIC APPEARANCES (WHITE PLAINS)

Those parties wishing to participate in hearings telephonically must submit a request to appear telephonically to Chambers via e-mail at Rdd.Chambers@nysb.uscourts.gov(link sends e-mail). The e-mail request must contain the following in order to be functioned upon:

- Date and time of hearing,
- Case name and number,
- Appearing party's name and, if applicable, their client's name,
- Client's role in the case (i.e., a creditor, party in interest, movant, opposing party, etc.), whether such party filed pleadings with respect to the subject hearing, and whether the party intends to present evidence telephonically,
- Whether such appearing party wishes to utilize an active line (i.e., participate in the hearing) or a listen-only line.
- Upon approval of the request to appear telephonically, parties are directed to contact CourtCall at 310-342-0888 in advance of the hearing date to register. CourtCall will not grant registration to any party that has not obtained prior authorization from Chambers.

INDIVIDUAL JUDGE PROCEDURE (<http://www.nysb.uscourts.gov/judges-info>)

JUDGE MORRIS' CHAMBERS RULES TELEPHONIC CONFERENCING

Unless the Court provides otherwise, parties wishing to participate in a hearing telephonically must register with CourtCall. Attorneys seeking to participate must be admitted to the Court or admitted *pro hac vice*. (See Local Rule 2090-1). Information on how to register with CourtCall can be found [here](#).

Parties that wish to “listen in” on a hearing are not required to receive consent from Chambers prior to registering with CourtCall, nor to be admitted to the court or to be admitted *pro hac vice*.

Parties that wish to make a “live” telephonic appearance in order to speak or make argument are required to receive permission from Chambers prior to registering with CourtCall. Such “live” telephonic appearances are normally discouraged where counsel intends to make substantive argument. Parties seeking permission to participate telephonically must call Chambers at least two business days prior to the hearing, and should be prepared to provide the following information: name of party that the attorney is representing, the motion on which the attorney intends to argue, and the reason that a telephonic appearance is necessary. Once approval is granted, the party must set up the telephonic appearance with CourtCall at least one business day before the hearing is scheduled.

Counsel, *pro se* parties, and witnesses are not permitted to participate telephonically for any hearings of an evidentiary nature, including the examination of witnesses or the submission of evidence.

JUDGE BERNSTEIN'S CHAMBERS RULES TELEPHONIC CONFERENCING

- Unless the Court provides otherwise, parties wishing to participate in a hearing telephonically must register with CourtCall. Attorneys seeking to participate must be admitted to the Court or admitted pro hac vice. (See Local Rule 2090-1.) Information on how to register with CourtCall can be found [here](#).
- Parties that wish to “listen in” on a hearing are not required to receive consent from Chambers prior to registering with CourtCall, nor to be admitted to the court or to be admitted pro hac vice.
- Parties that wish to make a “live” telephonic appearance in order to speak or make argument are required to receive permission from Chambers prior to registering with CourtCall. Such “live” telephonic appearances are normally discouraged where counsel intends to make substantive argument. Parties seeking permission to participate telephonically must call Chambers at least two business days prior to the hearing, and should be prepared to provide the following information: name of party that the attorney is representing, the motion on which the attorney intends to argue, and the reason that a telephonic appearance is necessary.
- Counsel and *pro se* parties are not permitted to participate telephonically for any hearings of an evidentiary nature, including the examination of witnesses or the submission of evidence.

JUDGE SHELLEY C. CHAPMAN'S CHAMBERS RULES TELEPHONIC CONFERENCING

- Beginning May 16, 2016, parties who wish to “listen only” to a hearing telephonically may do so without requesting permission from Chambers by registering with CourtSolutions at www.Court-Solutions.com([link is external](#)).
- Beginning May 16, 2016, parties who wish to participate in a hearing telephonically on a “live” line must (a) be located outside of Manhattan and (b) submit a dial-in request with CourtSolutions at www.Court-Solutions.com([link is external](#)). If the Court approves such request, the party will receive an email from CourtSolutions with approval and dial-in information. Parties do not need to contact Chambers directly.
- Counsel and pro se parties are not permitted to participate telephonically for any hearings of an evidentiary nature, including the examination of witnesses or the submission of evidence.

JUDGE ROBERT D. DRAIN'S CHAMBERS RULES TELEPHONIC CONFERENCING

Those parties wishing to participate in hearings telephonically must submit a request to appear telephonically to Chambers via e-mail at Rdd.Chambers@nysb.uscourts.gov([link sends e-mail](#)). The e-mail request must contain the following in order to be functioned upon:

- Date and time of hearing,
- Case name and number,
- Appearing party's name and, if applicable, their client's name,
- Client's role in the case (i.e., a creditor, party in interest, movant, opposing party, etc.), whether such party filed pleadings with respect to the subject hearing, and whether the party intends to present evidence telephonically,
- Whether such appearing party wishes to utilize an active line (i.e., participate in the hearing) or a listen-only line.

- Upon approval of the request to appear telephonically, parties are directed to contact CourtCall at 310-342-0888 in advance of the hearing date to register. CourtCall will not grant registration to any party that has not obtained prior authorization from Chambers.

JUDGE JAMES L. GARRITY'S CHAMBERS RULES TELEPHONIC CONFERENCING

- Unless the Court provides otherwise, parties wishing to participate in a hearing telephonically must register with CourtCall. Attorneys seeking to participate must be admitted to the Court or admitted *pro hac vice*. (See Local Rule 2090-1.)
- Information on how to register with CourtCall can be found [here](#).
- Parties that only wish to listen in on a hearing are not required to receive consent from Chambers prior to registering with CourtCall, or to be admitted to the court or to be admitted *pro hac vice*.
- Parties that wish to make a telephonic appearance in order to speak or make argument are required to receive permission from Chambers prior to registering with CourtCall. Such live telephonic appearances are normally discouraged where counsel intends to make substantive argument. Parties seeking permission to participate telephonically must call Chambers at least two business days prior to the hearing, and should be prepared to provide the following information: name of party that the attorney is representing, the motion on which the attorney intends to argue, and the reason that a telephonic appearance is necessary.
- Counsel and *pro se* parties are not permitted to participate telephonically for any hearings of an evidentiary nature, including the examination of witnesses or the submission of evidence.

JUDGE MARTIN GLENN'S CHAMBERS RULES TELEPHONIC CONFERENCING

- Unless the Court provides otherwise, parties wishing to participate in a hearing telephonically must register with CourtCall. Attorneys seeking to participate must be admitted to the Court or admitted *pro hac vice*. (See Local Rule 2090-1.)
- Information on how to register with CourtCall can be found [here](#).
- Parties that wish to listen in on a hearing are not required to receive consent from Chambers prior to registering with CourtCall, nor to be admitted to the court or to be admitted *pro hac vice*.
- Parties that wish to make a telephonic appearance in order to speak or make argument are required to receive permission from Chambers prior to registering with CourtCall. Such live telephonic appearances are normally discouraged where counsel intends to make substantive argument. Parties seeking permission to participate telephonically must call Chambers at least two business days prior to the hearing, and should be prepared to provide the following information: name of party that the attorney is representing, the motion on which the attorney intends to argue, and the reason that a telephonic appearance is necessary.
- Counsel and *pro se* parties are not permitted to participate telephonically for any hearings of an evidentiary nature, including the examination of witnesses or the submission of evidence.

JUDGE SEAN H. LANE'S CHAMBERS RULES TELEPHONIC CONFERENCING

- Unless the Court provides otherwise, parties wishing to participate in or listen in on a hearing telephonically must register with CourtCall. Attorneys seeking to participate must be admitted to the Court or admitted *pro hac vice*. (See Local Rule 2090-1.)
- Information on how to register with CourtCall can be found [here](#).
- Parties that wish to “listen in” on a hearing are not required to receive consent from Chambers prior to registering with CourtCall, nor to be admitted to the court or to be admitted *pro hac vice*.
- Parties that wish to make a “live” telephonic appearance are required to receive permission from Chambers prior to registering with CourtCall. Such “live” telephonic appearances are normally discouraged where counsel intends to make substantive argument. Parties seeking permission to participate telephonically must call Chambers at least two business days prior to the hearing, and should be prepared to provide the following information: name of party that the attorney is representing, the motion on which the attorney intends to argue, and the reason that a telephonic appearance is necessary.
- Counsel and *pro se* parties are not permitted to participate telephonically for any hearings of an evidentiary nature, including the examination of witnesses or the submission of evidence.

JUDGE MARY KAY VYSKOCIL CHAMBERS RULES TELEPHONIC CONFERENCING

- Unless the Court provides otherwise, parties wishing to participate in a hearing telephonically must register with CourtCall. Attorneys seeking to participate must be admitted to the Court or admitted *pro hac vice*. (See Local Rule 2090-1.) Information on how to register with CourtCall can be found [here](#).
- Parties that wish to participate only by “listening in” on a hearing are not required to receive consent from Chambers prior to registering with CourtCall, nor to be admitted to the Court or to be admitted *pro hac vice*.
- Parties that wish to make a “live” telephonic appearance in order to speak or make argument are required to receive permission from Chambers prior to registering with CourtCall. **Such “live” telephonic appearances are discouraged where counsel intends to make substantive argument.** Parties seeking permission to appear telephonically must send an email to Chambers at mkv.chambers@nysb.uscourts.gov([link sends e-mail](#)) at least two business days prior to the hearing, and such email shall contain the following information: the name of party that the attorney is representing, the motion on which the attorney intends to argue, and the reason that a telephonic appearance is necessary.
- Counsel and *pro se* parties are not permitted to participate telephonically for any hearings of an evidentiary nature, including the examination of witnesses or the submission of evidence.

JUDGE MICHAEL E. WILES CHAMBERS RULES TELEPHONIC CONFERENCING

- Unless the Court provides otherwise, parties wishing to participate in a hearing telephonically must register with CourtCall. Attorneys seeking to participate must be admitted to the Court or admitted *pro hac vice*. (See Local Rule 2090-1.) Information on how to register with CourtCall can be found [here](#) on the Court’s website.

- Parties that wish to “listen in” on a hearing are not required to receive consent from Chambers prior to registering with CourtCall, nor to be admitted to the court or to be admitted *pro hac vice*.
- Parties that wish to make a “live” telephonic appearance in order to speak or make argument are required to receive permission from Chambers prior to registering with CourtCall. Such “live” telephonic appearances are normally discouraged where counsel intends to make substantive argument. Parties seeking permission to participate telephonically must call Chambers at least two business days prior to the hearing, and should be prepared to provide the following information: The name of the party that the attorney is representing, the motion on which the attorney intends to argue, and the reason that a telephonic appearance is necessary.
- Counsel are not permitted to participate telephonically for any hearings of an evidentiary nature, including the examination of witnesses or the submission of evidence.

5. WESTERN DISTRICT OF NEW YORK

*No Information Provided

6. DISTRICT OF VERMONT: Telephonic and Video Conferencing

VT. LBR 4001-7. Mortgage Mediation and Loss Mitigation Program

(b) The Mediation Process.

(1) The parties engaged in mediation under this Rule shall cooperate in good faith under the direction of the mediator to produce the information required by this Rule in a timely manner so as to maximize the effectiveness of the mediation.

(2) The creditor must consider all available foreclosure prevention tools, including but not limited to reinstatement, loan modification, forbearance, and short sales.

(3) Where the creditor claims that a pooling and servicing or other similar agreement prohibits modification, the creditor must produce a copy of the agreement. All agreement documents are confidential and are not to be included in the mediator's report.

(4) The following persons must participate in any mediation conducted under this Rule:

(A) the creditor, or a person designated by the creditor or its servicer, who

(i) has authority to agree to a proposed settlement, loan modification, or pursuit of lift stay relief; and

(ii) has real-time access during the mediation to the creditor's account information and to the records relating to consideration of the options available;

(B) counsel for the creditor, if any;

(C) the debtor and counsel for the debtor, if any; and

(D) the Court-appointed mediator.

(5) The case trustee and holders of other liens on the subject property may also participate, subject to the mediator's approval.

(6) The mediator, in the exercise of his or her discretion, may permit any party or attorney to participate in mediation by telephone or through video conferencing.

(7) All mediations conducted under this Rule will take place in a mutually convenient location, as determined by the mediator.

VT. LBR 9013-2. HEARINGS—ON MOTIONS GENERALLY

(c) Form of Hearing Notice. For all routine, non-evidentiary motions, the moving party must prepare a hearing notice specifying: (1) the relief sought; (2) the hearing date and time; (3) the location of the hearing; and (4) the response deadline. See Vt. LBR 9013-3 (providing guidelines for noticing a hearing under the conventional procedure); see also Vt. LBR 9013-4 (providing guidelines for noticing a hearing under the default procedure); Vt. LB Forms U-1 and U-2 (providing examples of proper hearing notices).

(3) Availability of Video Conferencing. On certain hearing dates, attorneys and pro se parties may appear at a hearing via video conference. Remote access sites from which a party may participate in a hearing are identified on the Court's website, <http://www.vtb.uscourts.gov/>.

(A) Appearance at a remote video conference site is limited to instances where:

- (i) a party seeks only to observe proceedings;
- (ii) a party's appearance is necessary only to place on the record a consent or a scheduling agreement;
- (iii) the total length of arguments at the hearing is reasonably expected not to exceed 15 minutes;
- (iv) out-of-state participants file a motion at least one week prior to the hearing showing why appearance via video conference is warranted, serve the motion on the other parties to the hearing, obtain Court approval, and contact the courtroom deputy to make the necessary arrangements at the time of filing the motion, see Vt. LBR 5073-1(d); or
- (v) the Court has not directed (by a hearing notice or otherwise) that the parties must appear in person in the courtroom.

(B) Unless specifically authorized by the Court, video conference sites may not be used for:

- (i) Chapter 12 and 13 confirmation hearings;
- (ii) Chapter 11 confirmation hearings, except by attorneys or parties who meet the criteria listed in subsections (A)(i), (ii), or (iii), above;
- (iii) evidentiary matters or trials; or
- (iv) hearings requiring extensive legal argument, i.e., argument expected to exceed 15 minutes.

(4) Hearing Notices for Days When Video Conference Participation is Available. Hearing notices for matters scheduled on days for which video conference appearances are available must:

- (i) include language informing the noticed parties of the opportunity to attend and participate in the hearing at a remote video conference site, and (ii) identify the locations of the remote video conference sites for the hearing. See Vt. LBR 9013-3(b)(3)(C), (D); see also Vt. LBR 9013-4(c)(3)(C), (D).

VT. LBR 5007-1. RECORD OF PROCEEDINGS AND TRANSCRIPTS; ENSURING PRIVACY IN TRANSCRIPTS

(c) Telephonic and Emergency Hearings. Telephonic hearings and hearings on limited or no notice may be conducted when exigent circumstances require and with Court approval. See, e.g., Vt. LBR 9074-1; Vt. LBR 9075-1. A party wishing to have a transcript of a telephonic or emergency hearing that the Court would not otherwise record must provide a court reporter or other means of recording the hearing, notify the Clerk in advance of the hearing of the party's intent to record the hearing, and file a transcript of the hearing within seven days of the conclusion of the hearing.

VT. LBR 5070-1. COURT CALENDARS AND SCHEDULING HEARINGS

(d) Counsel wishing to appear by telephone must obtain Court approval in advance and make arrangements for the telephonic connection with the courtroom deputy at least one full business day in advance of the time set for the hearing. See Vt. LBR 9074-1.

VT. LBR 7016-1. PRE-TRIAL PROCEDURES

(c) Telephone Participation in Pre-Trial and Status Conferences. Counsel and pro se parties may participate in pre-trial and status conferences by telephone if approved by the Court and scheduled with the courtroom deputy at least one business day in advance. See also Vt. LBR 9074-1; but see Vt. LBR 9076-1.

VT. LBR 9074-1. PROCEDURE FOR, AND LIMITATIONS ON, TELEPHONIC PARTICIPATION IN COURT HEARINGS AND CONFERENCES

In order to participate in a Court hearing or conference by telephone, at least one full business day prior to the hearing or conference, a party must obtain Court approval through the courtroom deputy. To ensure adequate audio quality of hearings and conferences, each party participating by telephone must use a land-line; only upon a showing of exigent circumstances and with the Court's approval will a party be allowed to participate in a hearing or conference by cellular telephone. See also Vt. LBR 5007-1(c); Vt. LBR 7016-1(c).

VT. LBR 9075-1. EMERGENCY MATTERS

(a) Defining an Emergency Matter. The Court will deem a matter an “emergency matter” only if the movant demonstrates that the need for immediate relief is necessitated by circumstances beyond the movant’s control and there is insufficient time to give the notice required by the Bankruptcy Code and the Federal Rules of Bankruptcy Procedure. A movant’s failure to address a matter in a timely manner does not warrant treatment as an “emergency matter” under these Rules.

(4) Hearing. If the Court determines that an emergency hearing is necessary, the Court prefers that the parties appear in person for such hearing, but will permit participation by telephone or video conferencing if the nature of the emergency and time constraints warrant it. If testimony will be necessary to support the relief sought, the movant is to request an evidentiary hearing. Otherwise, the hearing will be limited to legal arguments by counsel. The movant must

coordinate the hearing date, time, and location with the courtroom deputy. It is the movant's responsibility to coordinate any approved telephonic or video conferencing appearances.

THIRD CIRCUIT

1. DISTRICT OF DELAWARE: Telephonic and Video Conferencing

RULE 3007-1. OMNIBUS OBJECTIONS TO CLAIMS.

(g) Pro Se. Any claimant may participate pro se (and telephonically) at a hearing on an Objection to his or her claim by following the telephonic appearance procedures located on the Court's website.

RULE 7016-3. TELEPHONIC FED. R. CIV. P. 16 SCHEDULING CONFERENCE OR PRETRIAL CONFERENCE.

At least twenty-four (24) hours before the time scheduled for a scheduling conference or pretrial conference, any party to the conference may request that the conference be conducted by telephone or that the party be permitted to participate by telephone. Such request may be made by telephone to the Court and shall be communicated contemporaneously to other counsel known to be involved in the hearing or conference. Any party objecting to the request shall promptly advise the Court and other counsel.

RULE 9013-1. MOTIONS.

(i) Telephonic Appearance at Hearing. In extenuating circumstances where counsel cannot appear at the first hearing on a motion, a request can be made to the respective Judge's chambers for an appearance by telephone no later than 12:00 p.m. prevailing Eastern Time twenty-four (24) hours prior to the scheduled hearing date. Upon the approval of such request by the Court, counsel shall follow the telephonic appearance procedures located on the Court's website. This Local Rule shall not apply to evidentiary hearings.

RULE 9019-5. MEDIATION.

(a) The Mediation Process.

- (i) **Time and Place of Mediation Conference.** After consulting with all counsel and pro se parties, the mediator shall schedule a time and place for the mediation conference that is

acceptable to the parties and the mediator. Failing agreement of the parties on the date and location for the mediation conference, the mediator shall establish the time and place of the mediation conference on no less than twenty one (21) days' written notice to all counsel and pro se parties.

(ii) **Submission Materials.** Unless otherwise instructed by the mediator, not less than seven (7) calendar days before the mediation conference, each party shall submit directly to the mediator and serve on all counsel and pro se parties such materials (the "Submission") as the mediator directs. The mediator shall so direct not less than fourteen (14) days before the mediation conference. Prior to the mediation conference, the mediator may talk with the participants to determine what materials would be helpful. The Submission shall not be filed with the Court and the Court shall not have access to the Submission.

(iii) **Parties required to attend**

(A) Except as provided by subsection (j)(xiii)(B) herein, or unless excused by the Mediator upon a showing of hardship, the following persons must attend the mediation conference personally:

- (1) Each party that is a natural person;
- (2) If the party is not a natural person, including a governmental entity, a representative who is not the party's attorney of record and who has full authority to negotiate and settle the matter on behalf of the party;
- (3) If the party is a governmental entity that requires settlement approval by an elected official or legislative body, a representative who has authority to recommend a settlement to the elected official or legislative body;
- (4) The attorney who has primary responsibility for each party's case; and
- (5) Other interested parties, such as insurers or indemnitors or one or more of their representatives, whose presence is necessary for a full resolution of the matter assigned to mediation.

(j)(xiii) The Mediation Conference.

(A) **Timing.** Mediation shall be initiated so as to be concluded within forty-five (45) days after service of plaintiff's mediation statement.

(B) **Persons Required to Attend.** A representative of each party who has full authority to negotiate and settle the matter on behalf of the party must attend the mediation in person. Such representative may be the party's attorney of record in the adversary proceeding. Other representatives of the party or the party (if the party is not the representative appearing in person at the mediation) may appear by telephone, videoconference or other similar means. If the party is not appearing at the mediation in person, the party shall appear at the mediation by telephone, videoconference or other similar means as directed by the mediator.

Rule 9036-1. Electronic Transmission of Court Notices; Use of Technology in the Courtroom.

(a) Court Notices. To eliminate redundant paper notices, all registered electronic filing participants will receive notices required to be sent by the Clerk via electronic transmission only. No notices from the Clerk's Office will be sent in paper format, with the exception of the Notice of Meeting of Creditors, which will be sent in both paper and electronic format. The electronic transmission of notices by the Clerk will be deemed complete upon transmission. The Court has established "opt-out" procedures to ensure that any registered electronic filing participant may receive paper notices in addition to electronic notices by requesting such notices in writing to the Clerk's Office.

(b) Use of Technology in the Courtroom. Parties intending to use any technology in the Courtroom must give the Court three (3) business days' notice. Notice should be sent via email to debml_Courtroom_Technology@deb.uscourts.gov. Appropriate chambers should also be notified.

CHANGE IN POLICY FOR VIDEO TELECONFERENCING (FEBRUARY 28, 2012)

Notice Regarding Change of Policy

As of Thursday, March 1st 2012, the United States Bankruptcy Court for the District of Delaware will be moving all video conferencing services to IP only technology. This means that we will no longer be accepting VTC calls over ISDN lines. If your firm is unable to perform IP calls at this time, a connection can still be established through your existing ISDN lines through the use of a third party bridging service or VTC call center.

Please note that it is the responsibility of the requesting firm or party to secure said service as well as reconcile any and all costs incurred throughout this process. If you have any questions or concerns, please contact the Automation Department at 302-252-2949 and we will be happy to address them to the best of our ability.

INSTRUCTIONS FOR TELEPHONIC APPEARANCES
EFFECTIVE JANUARY 5, 2005
Revised April 27, 2009

The United States Bankruptcy Court for the District of Delaware has arranged for parties to participate by telephonic appearance in hearings using CourtCall, an independent conference call company.

Under no circumstances may any participant record or broadcast the proceedings conducted by the Bankruptcy Court.

I. POLICY GOVERNING TELEPHONIC APPEARANCES

Local counsel must appear in person in all matters before the court.

Telephonic appearances are allowed in all matters before Court except the following:

1. Trials and evidentiary hearings - all counsel and all witnesses must appear in person;
2. Chapter 11 status conferences - debtor and debtor's counsel must appear in person, other parties in interest may appear telephonically;
3. Chapter 11 confirmation hearings - debtor, debtor's counsel, and all objecting parties must appear in person;
4. Hearings on reaffirmation agreements - debtor must appear in person;
5. Any matter designated by the court as one requiring a personal appearance.

No telephonic appearance will be allowed unless it is made through CourtCall pursuant to the procedures set forth in section II.

Parties filing a motion, application or other pleading, including, without limitation, an objection or response thereto, may participate by telephonic appearance. Any party not submitting a pleading, but interested in monitoring the court's proceedings, may participate by telephonic appearance in "listen-only" mode.

If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may pass the matter or may treat the failure to respond as a failure to appear. Individuals making use of the conference call service are cautioned that they do so at their own risk.

To ensure the quality of the record, the use of car phones, cellular phones, speaker phones, public telephone booths or phones in other public places is prohibited. Each time you speak, you must identify yourself for the record. Do not place the call on hold at any time. When the Judge informs the participants that the hearing is completed, you may disconnect.

II. SCHEDULING A TELEPHONIC APPEARANCE

1. Participants must notify CourtCall by phone (866-582-6878) or by facsimile (866-533-2946) no later than 12:00 p.m. one business days prior to the hearing. Individual Chambers must be contacted regarding any late requests for telephonic appearances.
2. Participants must provide the following information:
 - a. Case name and number
 - b. Name of Judge
 - c. Hearing date and time
 - d. Name, address, phone number of participant
 - e. Party whom participant represents
 - f. Matter on which the participant wishes to be heard or whether the participant intends to monitor the proceeding in "listen-only" mode.
3. Participants intending to be heard by the Bankruptcy Court must send written notification to debtor's counsel and/or opposing counsel providing same information as above.
4. Participants will receive fax confirmation and instructions for telephonic appearance from CourtCall. It is the participant's responsibility to dial into the call not later than 10 minutes prior to the scheduled hearing.
5. Any questions about telephonic appearances should be directed to CourtCall at 866-582-6878.

III. FEES

The fee for the telephonic appearance is fixed by CourtCall depending on the length of time the participant is on the call, regardless of whether the participant is actually heard by the Bankruptcy Court or is in "listen only" mode. Each participant will be charged or billed an initial fee of \$50.00 at the time of reservation with CourtCall, with appropriate increments, if any, to be charged or billed based upon the Fee Rate.

The Fee Rate for telephonic appearances is as follows:

<u>Call Length</u>	<u>Fee</u>
0-90 minutes	\$ 50.00
91-180 minutes	\$ 80.00
181-270 minutes	\$120.00
271-360 minutes	\$160.00
361 minutes and above	\$ 40.00 per each additional 90 minute increment

There are no subscription fees and no special equipment is required to use the service.

2. DISTRICT OF NEW JERSEY: Telephonic Conferencing

COURT APPEARANCES BY TELEPHONE POLICY

(<http://www.njb.uscourts.gov/content/court-appearances-telephone>)

“The authorized teleconference call company CourtCall, LLC was awarded a Master License Agreement effective March 20, 2006 by the Administrative Office of the U.S. Courts. Upon approval from the chambers of the judge assigned to the case, attorneys may appear telephonically by arranging a telephone appearance through CourtCall. Please call CourtCall at (866) 582-6878, no later than 3:00 p.m. on the business day prior to the hearing date. CourtCall will provide all parties with written confirmation of the telephonic appearance and a number to call to make the appearance.

The initial charge per participant for a CourtCall appearance is \$30.00 for the first 45 minutes and \$7.00 for each additional 15 minute increment thereafter. If a party does not dial into CourtCall 10 minutes prior to a scheduled hearing, they will still be billed for the telephone call and the hearing.

To ensure the quality of the record, the use of cellular phones, speaker phones, telephone booths or phones in other public places is prohibited except in the most extreme emergencies.”
(<http://www.njb.uscourts.gov/content/court-appearances-telephone>).

Reminder Regarding Telephonic Court Appearances

Please be advised that the United States Bankruptcy Court for the District of New Jersey does not allow telephonic court appearances without prior approval from the chambers of the judge to whom the case is assigned. After receiving permission from the judge to appear telephonically, you may contact *CourtCall* at (866) 582-6878 to arrange the call. Thank you for your cooperation.

INDIVIDUAL JUDGE PROCEDURES (<http://www.njb.uscourts.gov/judges-info>)

CHIEF JUDGE KATHRYN C. FERGUSON

No information provided.

JUDGE GAMBARDELLA

Telephonic appearances: Judge Gambardella is amenable to telephonic appearances in accordance with the policy stated on the Court’s website: www.njb.uscourts.gov. Upon approval from the chambers of Judge Gambardella, counsel may appear telephonically by arranging a telephone appearance through CourtCall, by calling (866) 582-6878 not later than 3:00 p.m. the court day prior to the hearing date. CourtCall will provide attorneys with written confirmation of the telephonic appearance and a number to call to make the appearance.

JUDGE KAPLAN

Telephonic appearances: Judge Kaplan is amenable to telephonic appearances in accordance with the policy stated on the Court’s website: www.njb.uscourts.gov. Counsel should contact Judge Kaplan’s Courtroom Deputy, Wendy Romero, by telephone or via email to the Chambers email box to request appearance by telephone. Upon request and approval by Chambers, telephonic appearances are allowed in all matters with the exception of Chapter 13 matters and other matters designated by Judge Kaplan as

requiring personal appearance. Upon approval from the Chambers of Judge Kaplan, counsel may appear telephonically by arranging a telephone appearance through CourtCall, by calling (866) 582-6878 not later than 3:00 p.m. the court day prior to the hearing date. CourtCall will provide attorneys with written confirmation of the telephonic appearance and a number to call to make the appearance. If multiple parties are not to be on the telephone line, then CourtCall need not be used and counsel should either call into Chambers (609-989-0478) at the designated time, or provide Chambers with a telephone number for Judge Kaplan to dial from the bench.

JUDGE GRAVELLE

Telephonic appearances: Judge Gravelle is amenable to telephonic appearances. Prior consent is not necessary but parties are directed to contact their adversary to inform them they will be appearing by telephone. All requests for telephonic appearances before Judge Gravelle shall be arranged through CourtSolutions, <http://www.Court-Solutions.com>, no later than 3:00 p.m. the court day prior to the hearing. To appear telephonically, you will need to create a CourtSolutions' account. Once you establish an account, you will be able to submit your request to appear telephonically. This request will either be approved or denied by Judge Gravelle's chambers. As long as your request is approved by chambers, you can log into your CourtSolutions' account, prior to the hearing time, and access the large orange button entitled "Open Hearing Dashboard" for your dial-in instructions. Your dial-in information will be the same for every reservation you make. For complete information about CourtSolutions, please visit <http://help.court-solutions.com>. If you are having call-in or sign-in problems with CourtSolutions, please contact CourtSolutions directly at (917) 746-7476 or email help@Court-Solutions.com.

CourtSolutions is not permitted on chapter 13 matters unless they are scheduled on the Judge's 12:00 p.m. calendar.

To ensure the quality of the record, all calls must be made from quiet locations except in the most extreme emergencies. The use of CourtSolutions as opposed to another teleconference provider is preferred.

JUDGE ALTENBURG

The Judge is amenable to telephonic appearances in accordance with the policy stated on the Court's website: www.njb.uscourts.gov. Requests for telephonic hearings are to be made to the Chambers e-mail or by calling Chambers directly. Upon approval from the Chambers of Judge Altenburg, counsel may appear telephonically by arranging a telephone appearance through CourtCall, by calling (866) 582-6878 not later than 3:00 p.m. the day prior to the hearing date. CourtCall will provide attorneys with written confirmation of the telephonic appearance and a number to call to make the appearance. Judge Altenburg's preference is that parties use CourtCall, but it is not required.

JUDGE PAPALIA

Telephonic appearances: Upon approval from the Chambers of Judge Papalia, counsel may appear telephonically.

JUDGE SHERWOOD

Telephonic appearances: Judge Sherwood is amenable to telephonic appearances in accordance with the policy stated on the Court's website: www.njb.uscourts.gov. Upon approval from the chambers of Judge Sherwood, counsel may appear telephonically by arranging a telephone appearance through CourtCall, by calling (866) 582-6878 not later than 3:00 p.m. the court day prior to the hearing date. CourtCall will

provide attorneys with written confirmation of the telephonic appearance and a number to call to make the appearance.

JUDGE POSLUSNY

Telephonic appearances: Judge Poslusny is amenable to telephonic appearances in accordance with the policy stated on the Court's website: www.njb.uscourts.gov. Upon approval from the Chambers of Judge Poslusny, counsel may appear telephonically by arranging a telephone appearance through CourtCall, by calling (866) 582-6878 not later than 3:00 p.m. the court day prior to the hearing date. CourtCall will provide attorneys with written confirmation of the telephonic appearance and a number to call to make the appearance. Judge Poslusny's preference is that parties use CourtCall, but it is not required.

JUDGE MEISEL

Telephonic appearances: Judge Meisel is amenable to telephonic appearances. Prior consent is not necessary but parties are directed to contact their adversaries to inform them they will be appearing by telephone. All requests for telephonic appearances before Judge Meisel shall be arranged through CourtSolutions, www.Court-Solutions.com (link is external), no later than 2:00 p.m. the court day prior to the hearing.

To appear telephonically, you will need to create a CourtSolutions account. Once you establish an account, you will be able to submit your request to appear telephonically. If the Court approves such request, the requesting party will receive an email from CourtSolutions with approval and dial-in information. Parties do not need to contact Chambers directly. Your dial-in information will be the same for every reservation you make. For complete information about CourtSolutions, please visit <http://help.Court-Solutions.com>. If you are having call-in or sign-in problems with CourtSolutions, please contact CourtSolutions directly at (917) 746-7476 or email help@Court-Solutions.com.

CourtSolutions is not permitted on Chapter 13 matters except with express authorization by Judge Meisel. The requesting party must demonstrate circumstances supporting deviation from this requirement. Counsel and pro se parties are not permitted to participate telephonically for any hearings of an evidentiary nature, including the examination of witnesses or the submission of evidence nor may parties participate telephonically to prosecute, defend, or support a dispositive motion.

To ensure the quality of the record, all calls must be made from quiet locations except in the most extreme emergencies. The use of CourtSolutions as opposed to another teleconference provider is preferred.

3. EASTERN DISTRICT OF PENNSYLVANIA: Telephonic and Video Conferencing

LOCAL RULE 9076-1

Telephone and Video Conferences and Hearings

(a) Availability. The court, on its own motion or on the request of a party, may direct that a conference on any matter or the argument or a hearing on any motion, application, or objection be by telephone or video conference without court appearance.

(b) Scheduling and Procedures

(1) Contact With the Courtroom Deputy. A party requesting a telephone or video conference or hearing shall first seek the agreement of opposing counsel and then contact the courtroom deputy for the judge to whom the case is assigned to request court permission. The requesting party shall discuss with the courtroom deputy the existence of any other procedural or technical requirements for the proceedings. Technical arrangements to use the court's video conference system shall, when practicable, be made 7 days in advance of the scheduled proceeding date in consultation with the judge's courtroom deputy.

(2) Telephone Conference or Hearing. The party requesting a telephone conference or hearing shall initiate the call unless otherwise directed by the court. If multiple parties will be participating, the requesting party shall arrange to join the other parties on the line. The person participating in the proceeding by telephone must be available by the telephone before the time set and must take any steps necessary to keep the telephone lines open so that the call can be timely placed.

(3) Record. A verbatim record of a telephone or video hearing shall be made in all cases. A verbatim record of a telephone or video conference shall be made if directed by the court.

SOURCE

This rule is new.

EXPLANATORY NOTE (2006)

The rule has been amended to provide more detailed procedures for the use of the improved technology that permits interested parties to participate in court hearings from remote locations. The District Court Order of December 13, 2006 designated the amended rule as an interim amended rule subject to reevaluation, with any further proposed amendments to be subject to the requirements of notice and publication.

INDIVIDUAL JUDGE PROCEDURE

(<http://www.paeb.uscourts.gov/chambers-information>)

CHIEF JUDGE ERIC L. FRANK

Telephone Conferences and Use of Facsimile Machines

Judge Frank welcomes the use of telephone conferences, provided that all pertinent parties are available to participate. The Judge's courtroom deputy generally handles the scheduling of telephone conferences. Parties participating in telephone conferences must use a "land line" telephone; use of cell phones is not permitted.

Appearance By Telephone Conference or Video Conference

Counsel are generally expected to appear in person at scheduled trials, hearings and conferences. However, there are sometimes circumstances under which counsel may be permitted to appear via telephone or videoconference, such as at pretrial conferences when one or both counsel are not located in the general vicinity of the Courthouse, or on a matter that the Court itself has scheduled for hearing because of questions Judge Frank may wish to direct to counsel. See L.B.R 9076-1. Requests for appearance by telephone should be directed to the courtroom deputy, Pamela Blalock, phone number (215) 408-2801; e-mail address: pamela_blalock@paeb.uscourts.gov.

JUDGE STEPHEN RASLAVICH

Telephone Conferences and Use of Facsimile Machines

Judge Raslavich will liberally entertain requests for telephone conference calls provided all pertinent parties are available to participate. Judge Raslavich insists that counsel not correspond with him via facsimile unless the same is requested and approved in advance.

JUDGE RICHARD E. FEHLING

A. PRELIMINARY GENERAL MATTERS

3. Telephone Conferences/Use of Facsimile Machines

Judge Fehling welcomes the use of telephone conferences, particularly when they relate to pre-trial matters. The Judge's Judicial Assistant handles the scheduling of all telephone conferences and, therefore, all inquiries regarding the scheduling of telephone conferences should be directed to Judge Fehling's Judicial Assistant.

B. LITIGATION GENERALLY

8. Matters Involving Out-of-Town Parties or Witnesses

(a.) Generally

Judge Fehling will attempt to accommodate out-of-town counsel, parties, and witnesses when scheduling and conducting hearings and trials. Counsel are requested to make the Court aware of such circumstances as early in the proceeding as possible.

(b.) Participation in Court of Counsel or Parties by Telephone or Video Conferencing

Judge Fehling will allow counsel and parties to participate in preliminary matters, hearings on contested matters, and in trials in adversary proceedings in certain circumstances in accordance with Local Bankr. R. 9076-1. Any requests by counsel or a party to participate in court by telephone or video conference should be brought to the attention of Judge Fehling's Courtroom Deputy and counsel for all opposing parties at the earliest possible opportunity. The nature and extent of such participation may vary from case to case and special procedures for each case may be set forth in a pre-trial procedural order if necessary. If any party intends to testify remotely in any such hearing or trial, the party shall comply with the requirements set forth in Sub-Paragraph c., below.

(c.) Testimony of a Party or Other Person as a Witness in Court by Telephone or Video Conferencing

Judge Fehling will allow a witness, including a party, to testify in preliminary matters, hearings on contested matters, and trials in adversary proceedings under the following conditions:

- (1.) Appropriate (in the sole discretion of court personnel) technical arrangements for remote testimony shall be made in advance of the hearing or trial;
- (2.) Appropriate (in the sole discretion of court personnel) arrangements shall be made to verify the identity of a remote witness, to assure that no person is "coaching" or otherwise assisting the remote witness, and to administer the oath to the remote witness;
- (3.) If the connection to the remote witness fails or if the remote witness' testimony becomes unintelligible (in the sole discretion of court personnel), the hearing or trial shall proceed without the remote witness' testimony, which may not be rescheduled to another day or time (unless the difficulty is caused by a malfunction of court equipment); and
- (4.) All exhibits to which the remote witness will refer in his or her testimony shall be pre-marked with copies provided (whether as hard copies or in a suitable electronic format) to opposing counsel at least two days in advance of the hearing or trial.

D. ADVERSARY PROCEEDINGS

2. Pre-Trial Conferences a. Scheduling Telephone Conference.

Upon the closing of the pleadings in an adversary proceeding, Judge Fehling's office will contact counsel about participating in a Scheduling Telephone Conference. In such a Conference, the parties will discuss which pre-trial activities (mediation, discovery, exchange of experts, dispositive motions, etc.) will be necessary and which will not be necessary.

JUDGE JEAN K. FITZSIMON

PRELIMINARY GENERAL MATTERS

3. Telephone Conferences and the Use of Facsimile Machines

Judge FitzSimon welcomes telephone conferences. A request for a telephone conference generally will not be granted in the absence of a filed pleading, motion or other communication from all of the parties. Unless a request for a telephone conference is being made in lieu of an appearance at a scheduled hearing (in which event Judge FitzSimon's Courtroom Deputy should be consulted), the Judge's Judicial Assistant handles the scheduling of all telephone conferences. All requests for telephonic conferences and/or appearances must be made at least 24 hours in advance. Parties participating in telephone conferences must use a 'land line' telephone; use of cell phones is not permitted.

UNCONTESTED MATTERS

Counsel may request permission to appear by phone on such uncontested matters, particularly if counsel is located away from the vicinity of the courthouse. Such requests should be directed to the Judge's Courtroom Deputy well in advance of the scheduled hearing date, and will be considered on a case-by-case basis. Parties participating telephonically must use a 'land line' telephone; use of cell phones is not permitted.

CONTESTED MATTER PRACTICE AND PROCEDURE

7. Presentation of Evidence

a. Use of Rule 43(e) Affidavits. When an expert witness will be providing an appraisal, Judge FitzSimon generally requires counsel to submit the expert's written report in lieu of direct examination. See *In re Adair*, 965 F.2d 777 (9th Cir. 1992). The expert report must be served upon opposing counsel prior to the hearing/proceeding, and the expert must be available at the hearing/proceeding for cross-examination and redirect examination.

For other witnesses, Judge FitzSimon will generally permit the use of Rule 43(e) affidavits in lieu of testimony: (i) upon agreement of counsel; (ii) where out-of-town witnesses are involved and cross-examination can be held via telephone conference call.

JUDGE MAGDELINE D. COLEMAN

PRELIMINARY GENERAL MATTERS

3. Telephone Conferences and the Use of Facsimile Machines

Judge Coleman welcomes telephone conferences. A request for a telephone conference generally will not be granted in the absence of a filed pleading, motion or other communication from all of the parties. Unless a request for a telephone conference is being made in lieu of an appearance at a scheduled hearing (in which event Judge Coleman's Courtroom Deputy should be consulted), the Judge's Judicial Assistant handles the scheduling of all telephone conferences. All requests for telephonic conferences and/or appearances must be made at least 24 hours in advance. Judge Coleman does not accept facsimile transmissions unless the same are requested and approved in advance.

CONTESTED MATTER PRACTICE AND PROCEDURE

6. Presentation of Evidence

a. Use of Rule 43(c) Affidavits. When an expert witness will be providing an appraisal, Judge Coleman permits counsel to submit the expert's written report in lieu of direct examination where (1) the party offering it served a copy upon opposing counsel prior to the hearing; and (2) the expert is available at the hearing for cross-examination and redirect examination. See *In re Adair*, 965 F.2d 777 (9th Cir. 1992).

For other witnesses, Judge Coleman will generally permit the use of Rule 43(c) affidavits in lieu of testimony where: (i) all parties in interest consent; (ii) out-of-town witnesses are involved; and (iii) cross-examination can be held via telephone or video conference call.

JUDGE ASHELY M. CHAN

PRELIMINARY GENERAL MATTERS

3. Telephone Conferences and Use of Facsimile Machines. Judge Chan welcomes the use of telephone conferences, provided that all pertinent parties are available to participate. The Judge's courtroom deputy generally handles the scheduling of telephone conferences. Parties participating in telephone conferences must use a "land line" telephone; use of cell phones is not permitted. Judge Chan does not accept facsimile correspondence or pleadings from counsel unless requested and approved in advance

CONTESTED MATTER PRACTICE AND PROCEDURE

6. Presentation of Evidence

a. Use of Rule 43(e) Affidavits. When an expert witness will be providing an appraisal, Judge Chan permits counsel to submit the expert's written report in lieu of direct examination where (1) the party offering it served a copy upon opposing counsel prior to the hearing; and (2) the expert is available at the hearing for cross-examination and redirect examination. See *In re Adair*, 965 F.2d 777 (9th Cir. 1992).

For other witnesses, Judge Chan will generally permit the use of Rule 43(c) affidavits in lieu of testimony where: (i) all parties in interest consent; (ii) out-of-town witnesses are involved; and (iii) cross-examination can be held via telephone or video conference call.

4. MIDDLE DISTRICT OF PENNSYLVANIA: Telephonic and Video Conferencing

RULE 9074-1. TELEPHONE OR VIDEO APPEARANCE.

(a) General Telephone Procedure. An attorney or pro se party who wishes to participate in a matter telephonically must consult “Telephonic Court Appearance Information (CourtCall)” located on the court’s website (www.pamb.uscourts.gov).

(b) Request for Appearance by Video. A request to appear by video must allege cause and be submitted in writing at least seven (7) days before the scheduled conference or hearing. Requests must include a certificate of concurrence or nonconcurrence from the other parties concerning the request. If the request is granted, the requestor must provide the court with the location and video conference numbers at the remote site. It is the responsibility of the requestor to arrange with the clerk’s office for a test of the system prior to the date of the hearing or conference to ensure compatibility of the conferencing systems.

AMENDED Telephonic Court Appearance & Telephonic Testimony Procedures for all Judges Adopted June 15, 2010 (Modified: January 30, 2014)

The United States Bankruptcy Court for the Middle District of Pennsylvania has arranged for parties to participate by telephonically using CourtCall, an independent conference call company. Except as digitally recorded by the Court, under no circumstances may any participant record or broadcast the proceedings conducted by the Bankruptcy Court.

- I. Policies Governing Telephonic Court Appearances. Telephonic appearances by counsel and pro se debtors using CourtCall are authorized for all matters, pursuant to procedures set forth herein. If a party or attorney schedules a telephonic appearance and fails to respond when the matter is called, the Court may proceed with the hearing and may treat the failure to respond as a failure to appear. Parties and attorneys making use of CourtCall’s services are cautioned that they do so at their own risk. Hearings and trials generally will not be rescheduled due to missed connections, except upon motion and showing of good cause. A waiver of the CourtCall fees is approved for debtors who have been granted IFP status and parties represented by pro bono counsel. The Court will notify CourtCall prior to the hearing that fees are to be waived. To ensure the quality of the record, the use of cellular phones, speaker phones, car phones, or phones in other public places is prohibited. Prior to speaking, the participant must identify himself or herself for the record. CourtCall participants must take reasonable steps not to allow distracting sounds, such as dogs barking or machinery noise, to be heard in the courtroom through the CourtCall conference call. CourtCall conference calls must not be placed on hold at any time. When the Court informs the participants that the hearing is completed, the participants may disconnect.
- II. Policies Governing Telephonic Testimony. Any attorney or pro se debtor intending to present testimony of any witness telephonically must obtain the prior written consent from all parties to the matter. A Certification of Concurrence for Telephonic Testimony via CourtCall must be

filed by the party seeking telephonic testimony at least two (2) business days before the scheduled hearing. The form of the Certification, a fillable form (L.B.F. 9074-1) is available on the Court's website (www.pamb.uscourts.gov).

III. Notice of Telephonic Appearance

1. All telephonic participants must contact CourtCall directly by telephone, email, or fax no later than 24 hours prior to the scheduled hearing date. Telephone: 866-582-6878
Email: courtconference@courtcall.com Fax: 866-533-2946
2. No later than 5:00 p.m. the day prior to the scheduled hearing, all ECF filers who intend to appear at a hearing telephonically must place on the docket, by a virtual entry, the following notice (Select docket entry Notice of Telephonic Court Appearance and the following text will appear on the docket): Notice is given that counsel intends to appear telephonically at the hearing. (There is no image or paper document associated with this entry.) Filed by (attorney name). (RE: related document(s)). (Filing attorney) (Entered:)
3. Participants must pay by credit card for each appearance, but can sign a credit card application to be billed automatically. There are no subscription fees and no special equipment is needed. CourtCall does not charge for calls that are not completed. Participants pay only if the service is used.
4. CourtCall will need the following information to make a reservation:
 - Hearing/trial date and time
 - Case name and number
 - Name and telephone number of individual appearing
5. Participants will receive confirmation from CourtCall the day before the hearing.
6. Generally, CourtCall participants are responsible to pay for telephonic appearances pursuant to CourtCall's current fee schedule.

- ### IV. Connecting to CourtCall—
- CourtCall will provide participants with written confirmation of a telephonic appearance and will provide a telephone number for the participant to call in order to appear by telephone. It is the participant's responsibility to dial into the call no later than 10 minutes prior to the scheduled hearing. CourtCall does not place a call to the participant. At the time of the hearing or trial, participants may initially be in the listening mode and may hear other scheduled matters as if they were in the courtroom. After the participant's call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time an attorney or pro se litigant appearing via CourtCall speaks, he or she should identify himself or herself for the record. When the Court informs participants that the matter is completed, participants may disconnect.

Clear

Save As...

LOCAL BANKRUPTCY FORM 9074-1

IN THE UNITED STATES BANKRUPTCY COURT FOR THE MIDDLE DISTRICT OF PENNSYLVANIA

IN RE: [Redacted] : CHAPTER [Redacted]
[Redacted] : CASE NO. [Redacted]-[Redacted]-bk-[Redacted]
Debtor(s) :
[Redacted] : ADVERSARY NO. [Redacted]-[Redacted]-ap-[Redacted]
Plaintiff(s)/Movant(s) : (if applicable)
vs. : Nature of Proceeding: [Redacted]
[Redacted] : Pleading: [Redacted]
Defendant(s)/Respondent(s) : Document #: [Redacted]

CERTIFICATION OF CONCURRENCE FOR TELEPHONIC TESTIMONY VIA COURTCALL

(Certification must be received at least 2 business days before the scheduled hearing. If a certification cannot be filed timely, leave to provide telephonic testimony must be obtained from the Court.)

1. HEARING INFORMATION

Hearing Type (e.g., Motion to Dismiss, Trial) [Redacted]
Hearing Date [Redacted] Hearing Time [Redacted]

2. WITNESSES SCHEDULED TO PROVIDE TELEPHONIC TESTIMONY

[Redacted]

3. I hereby certify that all parties participating in the above-described hearing have concurred in the telephonic appearance of the witness(es) set forth in paragraph 2 above.

[Redacted] [Redacted]

Date

Signature of certifying attorney or pro se party

Name of attorney or pro se party

5. WESTERN DISTRICT OF PENNSYLVANIA: Telephonic and Video Conferencing

INDIVIDUAL JUDGE PROCEDURES (<http://www.pawb.uscourts.gov/judges-info>)

JUDGE JEFFERY A. DELLER

Telephone Participation: Parties or counsel who are located more than 100 miles from the courthouse or have cause to appear telephonically may be able to participate in a non-evidentiary hearing telephonically provided that arrangements are made by calling the courtroom deputy at least three (3) days prior to the scheduled hearing. Parties or counsel who desire to participate by phone must secure the consent of other parties-in-interest who may also participate at the hearing, and if requested by such parties, use a telephone line and/or dial-in number that permits other parties to participate in the telephonic aspect of the hearing as well. Participation by telephone is always at the discretion of the Court. Out-of-town counsel participating by telephone at any given hearing may be required to have local counsel present in the courtroom.

Telephonic Procedures

TELEPHONE PARTICIPATION. For Chapter 11 cases, *only* in an effort to accommodate the Bar and reduce travel expense, the Court will allow Counsel and Parties located more than *one hundred (100) miles away from Pittsburgh (for a Pittsburgh case) and from Pittsburgh or Erie (for an Erie case) Courthouses* to appear by telephone for NON-EVIDENTIARY hearings. Regarding Chapter 7 cases, Ch. 7 Trustees from outside Erie County, PA will be permitted to appear by phone in Erie Division cases, only, if they are a Defendant/Respondent in a matter. Appearance, either in person or via video conference from Judge Agresti's Pittsburgh Courtroom, if available, is required in all other instances.

ADVANCE NOTICE. Parties or counsel wishing to participate in a hearing by telephone, or by video conference, where permitted, must advise the Court and opposing Parties *at least three business days prior to the hearing* in which the request to appear by phone or video conference is being made. Arrangements for telephone or video conference participation may be made by contacting Judge Agresti's *Deputy-in-Charge, Pamela Jewell, at 814- 464-9760.*

TWO OR MORE PARTIES:

- (i) If more than one Party is to participate by telephone, the Party initiating the call must arrange to have the other Party(ies) on the line *before* connecting to the Court line.
- (ii) If more than one Party is to be joined on the call, it is *required* that a *commercial telephone conference service* (i.e., Verizon, Sprint, AT&T) be used; otherwise, the transmission is often degraded to an inaudible level.
- (iii) Use of a speaker phone or cell phone by any participant during the conference call is strictly prohibited.

JUDGE CARLOTA BÖHM

- Telephone Participation: (*Revised: 8/24/2016*) Parties or counsel who are located more than one-hundred (100) miles from the courthouse or have cause to appear telephonically may be able to

participate in most non-evidentiary hearings telephonically provided that arrangements are made by calling the courtroom deputy at least **three (3) full business days** prior to the scheduled hearing. Participation by telephone is always at the discretion of the Court and, specifically, will not be permitted for movant's counsel at a sale hearing. Out-of-town counsel participating by telephone at any given hearing may be required to have local counsel present in the courtroom. Telephone participants must participate through CourtCall.

- Video Conferencing: In limited circumstances and for non-evidentiary hearings only, the Court may permit counsel to appear via video conference from another courtroom within the United States Bankruptcy Court for the Western District of Pennsylvania. Counsel wishing to participate in a hearing by video conference, where permitted, must advise the Court at least **three (3) full business days** prior to the hearing in which the request to appear by video conference is being made. Arrangements for video conference participation may be made by contacting the courtroom deputy.

JUDGE GREGORY TADDONIO

Telephonic Participation

Counsel may be authorized to participate telephonically in most non-evidentiary hearings provided that arrangements are made through CourtCall as provided herein. Participation by telephone is always at the discretion of the Court. Out-of-town counsel participating by telephone at any given hearing may be required to have local counsel present in the courtroom.

Parties wishing to appear telephonically through CourtCall must advise the Court by telephone at least three (3) business days prior to the hearing in which the request to appear telephonically is being made. After contacting Judge Taddonio's Chambers, parties must register with CourtCall at (866) 582-6878 no later than three (3) business days prior to a scheduled hearing. Registrants must provide CourtCall with the following information: (a) case name and number; (b) name of the judge conducting the hearing; (c) the hearing date and time(s); (d) the participant's name, address, and telephone number; (e) the name of the party or parties whom the participant represents; (f) the matter(s) on which the participant wishes to be heard or whether the participant intends to monitor the proceedings in "listen-only" mode; and (g) any other information required by CourtCall. Parties shall pay the current fee charged by CourtCall upon registration.

Telephonic participation is not permitted in the following matters at which all parties in interest must appear in person:

- Any matter in which a party is directed to attend in person;
- Show Cause hearings;
- Plan confirmation hearings; and
- Evidentiary matters of any kind.

All parties appearing by telephone must abide by the following directives at all times:

- Use of a speaker phone, cellular phone, or phone located in a public place is prohibited;
- All parties must use their "mute" buttons when not speaking;
- Placing the Court on "hold" during the call is prohibited;
- Conversations with any party, other than the Court, are prohibited; and
- Any interference with the call, including background noise which disturbs the proceedings, is prohibited.

Failure to comply with these telephonic procedures may result in the Court revoking the party's telephonic privileges or imposing other sanctions.

All parties appearing telephonically must dial in to CourtCall ten (10) minutes prior to the scheduled start of the hearing. Parties participating telephonically should be aware that, based on the Court's docket, a hearing may not begin until after the time scheduled. In that event, parties who wish to participate must remain on the line until the case is called. The Court will not call a case a second time. Parties who do not appear when the case is called will be deemed to have waived their appearance, and the Court will proceed with the hearing.

Any party who registers to appear telephonically but fails to appear either in person or telephonically shall be deemed to have waived its appearance. The Court will proceed with the hearing in the absence of that party, and the Court may enter an order adjudicating the matter.

Video Conferencing

In limited circumstances and for non-evidentiary hearings only, the Court may permit counsel to appear via video conference from another courtroom within the United States Bankruptcy Court for the Western District of Pennsylvania. Counsel wishing to participate in a hearing by video conference, where permitted, must advise the Court at least three (3) business days prior to the hearing in which the request to appear by video conference is being made. Arrangements for video conference participation may be made by contacting the courtroom deputy.

6. DISTRICT OF THE VIRGIN ISLANDS: Telephonic and Video Conferencing

INDIVIDUAL JUDGE PROCEDURE (<http://www.vid.uscourts.gov/judges-info>)

JUDGE CURTIS V. GÓMEZ

Telephone Conferences

When appropriate, Judge Gómez will use telephone conferences for status conferences and other similar matters. In the event that a telephone conference is set, Judge Gómez requests that counsel or a conference call operator place the call in time to allow the conference to proceed as scheduled. Should the Court schedule a telephone conference, the parties participating by telephone are expected to proceed as though they were present in court.

JUDGE GEORGE W. CANNON, JR.

Status and Settlement Conferences

1. As a general rule, I (Judge Cannon) expect all counsel on St. Croix to attend civil pretrial conferences in person and to be on time. St. Thomas attorneys may continue to attend scheduling and status conferences by telephone as a cost-cutting measure to their clients. Video conference is available upon request. Settlement conferences require all attorneys to attend in person with their clients except if special permission is allowed by the Court to participate by telephone.

FOURTH CIRCUIT

1. DISTRICT OF MARYLAND: Telephonic Conferencing

INDIVIDUAL JUDGE PROCEDURE (<http://www.mdb.uscourts.gov/>)

JUDGE NANCY V. ALQUIST; JUDGE JAMES SCHNEIDER

Judge Nancy V. Alquist will permit parties to appear at court hearings telephonically using CourtCall, an independent conference call company. You must contact the courtroom deputy at least 24 hours in advance to confirm that you will be permitted to appear telephonically. Click [here](#) for procedures for additional requirements as well as a list of matters where you may not appear telephonically.

UNITED STATES BANKRUPTCY COURT
OFFICE OF THE CLERK
DISTRICT OF MARYLAND

Telephonic Court Appearance Procedures
For Judges Schneider and Alquist

The U.S. Bankruptcy Court for the District of Maryland has arranged for attorneys to participate by telephonic appearance in certain hearings for Judge Schneider and Judge Alquist using CourtCall, an independent conference call company.

I. Policies Governing Telephonic Court Appearances

Telephonic appearances are allowed in all matters before the court except the following:

1. Trials and evidentiary hearings - all counsel and witnesses must appear in person;
2. Chapter 11 confirmation hearings - debtor, debtor's counsel, and all objecting parties must appear in person;
3. Hearings on reaffirmation agreements - debtor must appear in person;
4. Chapter 13 confirmation hearings;
5. Motions hearings, including motions to lift the automatic stay, require in person appearance by movant's counsel, any witnesses and debtor. If no evidence is to be presented, or if counsel waives the right to participate in the presentation of any evidence, counsel may participate by telephone on a case by case basis upon review by the Judge;
6. No witness in any court hearing may appear telephonically;
7. Any matter designated by the Court as one requiring a personal appearance;

Only telephonic appearances through Courtcall will be allowed, pursuant to procedures set forth in section III. Attorneys filing a motion, application, or other pleading may participate by telephonic appearance. Any attorney not submitting a pleading, but interested in monitoring the Court's proceedings, may participate by telephonic appearance in "listen-only" mode. Parties representing themselves must appear in person.

If an attorney schedules a telephonic appearance and fails to respond when the matter for which they are scheduled is called, the Court may proceed with the hearing or may treat the failure to respond as a failure to appear. Attorneys making use of the conference call service are cautioned that they do so at their risk.

To ensure the quality of the record, the use of cellular phones, speaker phones, car phones, or phones in other public places is prohibited. When speaking, an attorney must identify himself/herself for the record. Courtcall conference calls must not be placed on hold at any time. When the Judge informs the participants that the hearing is completed, attorneys may disconnect. **Under no circumstances may any participant record or broadcast the proceedings conducted by the Bankruptcy Court.**

II. Scheduling a Telephonic Appearance

Attorneys scheduled for a telephonic appearance must email the appropriate courtroom deputy no later than 24 hours prior to the hearing time to inform them of the attorney's intention to appear telephonically. The email notification must include the hearing date and time, the case name and number and the name and telephone number of the attorney appearing.

Judge	Courtroom Deputy	Email
Judge James F. Schneider	Susan Fitzpatrick	susan_fitzpatrick@mdb.uscourts.gov
Judge Nancy V. Alquist	Brenda Wolfe	brenda_wolfe@mdb.uscourts.gov

Attorneys must also contact Courtcall directly by telephone, email or fax no later than 24 hours prior to the court hearing date.

Telephone: (866) 582-6878
Email: courtconference@courtcall.com
Fax: (866) 533-2946

Attorneys must pay by credit card for each appearance, but can sign a credit card application with Courtcall to be billed automatically. There are no subscription fees and no special equipment is needed. Courtcall does not charge for calls that are not completed. Attorneys pay only if the service is used.

Courtcall will need the following information to make a reservation:

- ✓ Court date and time
- ✓ Case name and number
- ✓ Name and telephone number of attorney appearing

Attorneys will receive fax confirmation the day before the hearing.

The charges per participant for a telephonic appearance are as follows:

\$25.00 first 45 minutes
\$ 6.50 each additional 15 minutes

III. Procedures for Telephonic Appearance

Courtcall will provide attorneys with faxed confirmation of a scheduled telephonic appearance and will provide a telephone number for attorneys to call for the telephonic appearance. It is the attorney's responsibility to call Courtcall no later than ten minutes prior to the hearing time.

At the time of the hearing, the attorney may initially be in the listening mode and may hear the case before just as if they were in the courtroom. Once the attorney's call is connected to the courtroom, the courtroom deputy will call the case and request appearances. The Judge will direct the manner in which the case proceeds. When speaking, an attorney must identify himself/herself for the record. The court's telephone conferencing system allows more than one speaker to be heard, allowing the Judge to interrupt a speaker to ask a question or redirect the discussion. When the Judge announces that the hearing is completed, parties may disconnect and the next case will be called.

JUDGE THOMAS J. CATLIOTA

Judge Catliota is amendable to telephonic appearances. Requests for telephonic appearance are to be made by contacting the Courtroom Deputy at least 24 hours in advance of a hearing. Counsel appearing by telephone assume the risk of disconnection or miscommunication, and are strongly encouraged to use a land line and not a cellular phone, speaker phone, or hands-free device. Counsel may not examine witnesses or introduce evidence when appearing by telephone.

JUDGE E. STEPHEN DERBY

Judge Derby conducts hearings in Salisbury. Please contact Judge Keir's Chambers at 410-962-3555 to request a telephonic appearance by 12:00 p.m. the day prior to the hearing.

JUDGE ROBERT A. GORDON

Please contact the Judge's Courtroom Deputy by email or phone at least 24 hours in advance to request a telephonic appearance

JUDGE DUNCAN W. KEIR

Please contact Chambers staff by phone to request a telephonic appearance by 12:00 p.m. the day prior to the hearing.

JUDGE WENDELIN I. LIPP

Telephonic appearance by counsel are permitted for non-evidentiary hearing and hearings on reaffirmation agreements. Please contact the Judge's Courtroom Deputy by email or phone at least 24 hours in advance to request appearance by phone.

JUDGE DAVID E. RICE

Telephonic appearances are generally not permitted. Please contact the judge's courtroom deputy by email or telephone at least 48 hours in advance with any questions or concerns

JAMES F. SCHNEIDER

Please contact the Judge's Courtroom Deputy by email or phone at least 48 hours in advance to request a telephonic appearance.

JUDGE LORI S. SIMPSON

Judge Simpson is amenable to telephonic appearances. Requests for telephonic appearance are to be made by contacting the Courtroom Deputy at least 48 hours in advance of a hearing. Counsel appearing by telephone assume the risk of disconnection or miscommunication, and are strongly encouraged to use a land line and not a cellular phone, speaker phone, or hands-free device. Counsel may not examine witnesses or introduce evidence when appearing by telephone.

RULE 5073-1. PHOTOGRAPHY, RECORDING DEVICES AND BROADCASTING

Unless otherwise ordered by the court, no court proceeding can be photographed, videotaped, televised, recorded, reproduced, or broadcast in any way except by an official court reporter.

2. EASTERN DISTRICT OF NORTH CAROLINA: Telephonic and Video Conferencing

RULE 9074-1. TELEPHONE OR VIDEO CONFERENCES AND HEARINGS

(a) CONFERENCES AND HEARINGS. The court may schedule any matter in a bankruptcy case, contested matter or adversary proceeding to be heard by video or telephone conference. Any party in interest affected by or involved in a case, matter or proceeding may request the court to hear the matter by telephone or video conference.

(b) EXCHANGE OF EXHIBIT AND WITNESS LISTS. The parties involved in video conferences and hearings shall exchange proposed witness and exhibit lists and copies of all proposed exhibits, and file such lists and exhibits with the court, at least three business days prior to a hearing or trial unless otherwise ordered by the court. The moving party in a contested matter shall identify exhibits in numerical sequence. The responding party in a contested matter shall identify exhibits in alphabetical sequence. If multiple parties are involved, the parties prior to hearing or trial shall determine an identification sequence that eliminates any duplicative sequence. Failure to exchange timely and file proposed witness and exhibit lists and copies of proposed exhibits in accordance with this rule may result in the court barring any undisclosed witness testimony and denying the admission of any unexchanged exhibits.

Rule 7016-1 PRETRIAL PROCEDURES

(a) PRELIMINARY PRETRIAL CONFERENCE.

(2) PREPARATION BY COUNSEL FOR PRELIMINARY PRETRIAL CONFERENCE.

Counsel shall be prepared to discuss at the conference the following:

(M) whether there are witnesses whose testimony could be accommodated at deposition or trial by video conferencing, and if so, what stipulations can be made regarding the appearance of witnesses by video conferencing.

3. MIDDLE DISTRICT OF NORTH CAROLINA: Telephonic and Video Conferencing

* No Information Provided

4. WESTERN DISTRICT OF NORTH CAROLINA: Telephonic and Video Conferencing

LOCAL RULE 9029-1. TELEPHONIC AND/OR VIDEO APPEARANCE AT HEARINGS

- (a) Consent. Counsel who are unable to attend hearings in person may appear before the Court by telephonic and/or video appearance only with the consent of the Court and opposing counsel and provided that arrangements are made in advance.
- (b) Arrangements. The attorney requesting permission to appear by telephonic and/or video shall make all necessary arrangements with the judge's chambers and shall initiate the contact. The Court may set a time certain for any telephonic and/or video appearance hearing requested so as to avoid delaying other matters on the hearing calendar.
- (c) Assumption of Risk. The risk of poor reception or other problems is borne by the attorney requesting and initiating the telephonic and/or video appearance.
- (d) Limits on Availability. Not all divisional offices support telephonic appearances. Refer to the Court's website (www.ncwb.uscourts.gov) for availability. [Asheville, Charlotte & Statesville Divisions are telephonic capable.]
- (e) Evidentiary Hearings. Telephonic and/or video appearances are not allowed in evidentiary hearings.
- (f) Telephonic and/or Video Appearances at Hearings Before the Judge. Counsel who wish to appear by telephonic or video means in any Court hearing must follow and comply with the applicable rules for such appearances as may be posted on the Court's website (www.ncwb.uscourts.gov).
- (g) Telephonic and/or Video Appearances at Meetings of Creditors. Counsel appearing with their clients at § 341 meetings of creditors have the option of requesting appearances via video conferencing if the trustee has implemented such a policy. Arrangements for such appearances must be made with the trustee at least 30 days prior to the meeting date, and the procedures set by the trustee for the conduct of the meeting shall be followed; provided, however, that the trustee in his or her sole discretion may approve a shorter period of time for such arrangements to be made. Trustees offering video conferencing appearances at § 341 meetings of creditors shall nevertheless continue to offer the traditional option of in-person appearances by the debtors and counsel.

***Court Technology PPT in PDF Format** (http://www.ncwb.uscourts.gov/pdf/ncwb_crt_tech.pdf)

5. DISTRICT OF SOUTH CAROLINA: Telephonic and Video Conferencing

Video Teleconferencing Courtrooms

The Court provides video conference capability in order to serve the public and the legal community and to promote the efficient and orderly administration of bankruptcy cases. The Court has video conference technology available in each Court location. Unless specifically designated as a video conference hearing on the Court Calendar, video conference appearances must be approved in advance by contacting the Courtroom Services division.

LOCAL RULE 5073-1: PHOTOGRAPHY, RECORDING DEVICES, AND BROADCASTING

(a) Prohibition Against Camera, Video, Transmitter, Receiver, and Recording Equipment. Absent a Court order directing otherwise, no camera, video, transmitter, receiver, or recording equipment may be brought into the United States Bankruptcy Court for the District of South Carolina at any of its locations.

(b) Exemptions from Prohibition.

- (1) Use of such equipment by an authorized representative of the Court for an official purpose;
- (2) Use of the Court's videoconferencing system by an authorized representative of the Court to permit the judge to conduct proceedings from or to a remote location;
- (3) Use of such equipment during ceremonial proceedings with the express permission of the Court and under the supervision of the Court;
- (4) A device required because of a person's disability; and
- (5) As otherwise permitted by a judge of the Court.

JUDGE JOHN E. WAITES

TELEPHONE/VIDEO CONFERENCE PARTICIPATION IN HEARINGS

Requests to Participate by Telephone or Videoconference. The Court will consider written requests by counsel to participate by telephone or videoconference capabilities in hearings or trials in which counsel can demonstrate that travel or attendance creates an unnecessary expense or burden and that opposing counsel is informed of the request and does not object to the appearance by telephone. All such requests must be made in writing to chambers and the courtroom deputies (Agnes Babb and Regina Schmidt) as soon as possible and **no later than three business days before the date of the hearing or trial**. Counsel should indicate in their written request the extent of their participation (e.g., mere listening, argument, questioning of witnesses or presenting evidence). The presentation or viewing of evidence by non-attending counsel will require prior coordination with the courtroom deputy. Counsel should not rely on requests for such participation unless and until approved by the Court. Participation by these means may be limited based on the technological capabilities of the Court location.

6. EASTERN DISTRICT OF VIRGINIA

* No VTC Information Provided

RULE 5073-1. PHOTOGRAPHY, RECORDING DEVICES, AND BROADCASTING

(A) Photographs and Electronic Recordings: Except with the express written permission of the Court, photography, electronic recording, videotaping and broadcasting are not permitted in the courtroom and its environs during the progress of or in connection with judicial proceedings, whether or not court is actually in session.

(B) Definition of “Environs”: “Environs,” as used in this Local Bankruptcy Rule, shall include any floor on which any courtroom or hearing room is located, including all hallways, stairways, windows and elevators immediately adjacent to any such floor.

(C) Exception: With the written permission of the Court and of the party or parties to be photographed, pictures may be taken of any permanent occupant of any office within the environs aforesaid when court is not in session.

7. WESTERN DISTRICT OF VIRGINIA

LOCAL RULE 5073-1

Photographing, Recording, Broadcasting, and Televising in the Courtroom and Environs

In accordance with the Rules of the Judicial Conference of the United States, photography, electronic recording, videotaping, and broadcasting are not permitted in the courtroom and its environs during the progress of, or in connection with judicial proceedings, whether or not Court is actually in session, unless by express permission of the court.

8. SOUTHERN DISTRICT OF WEST VIRGINIA: Telephonic and Video Conferencing

RULE 9074-1

Telephone Conferences, Telephonic Court Hearings or Other Proceedings—Subject to the Court’s approval, parties who desire to appear by telephone or video conference at a previously scheduled hearing must file a written motion at least seven (7) days prior to the hearing.

9. NORTHERN DISTRICT OF WEST VIRGINIA: Telephonic Conferencing

N.D.W.V. LBR 9074-1—TELEPHONE CONFERENCES

For the convenience of the attorneys, the litigants, and the Court, and in the interest of cost and efficiency, wherever practicable the Court will conduct conferences and hearings by telephone. The Clerk shall give notice of the time and date of such telephonic conferences or hearings together with the names of the participants. Unless otherwise directed, it shall be the duty of the proponent of a motion, application, or other request to initiate such telephonic conference.

Cross Reference

N.D.W.V. LBR 9013-1

N.D.W.V. LBR 9013-1

Motion Practice.

(a) Motion and Application Practice in the Main Bankruptcy Case.

Motion and application practice in the main bankruptcy case are governed principally by Rules 5 and 7 of the Federal Rules of Civil Procedure and, among others, Rule 9013 of the Bankruptcy Rules. Particular attention should be paid to the notice / service provisions required by law.

(b) Motion and Application Practice in Adversary Proceedings.

Motion and application practice in adversary proceedings are governed principally by Rules 5 and 7 of the Federal Rules of Civil Procedure and the comparable Rules 7005 and 7007 of the Bankruptcy Rules.

(c) Papers to Accompany Motions and Applications.

Each motion or application shall be accompanied, when appropriate, by the following papers or their electronic equivalents:

1. Order — In appropriate circumstances, a proposed form of order which, if entered by the Court, would grant the relief sought by the motion. Such orders should not bear the engraved or printed firm name;

2. Notice

A. Telephonic - sets forth with particularity the nature of the pleading and relief sought and which provides that: "...a telephonic hearing with the Court will be initiated by the Movant at ____ o'clock, ____.m., on the ____ day of _____, 20____." (See Appendix G-1) The movant or applicant may obtain

a time and date from the Court Clerk prior to preparing the notice and submit the completed notice for service by the Clerk; or,

B. Negative notice - sets forth with particularity the nature of the pleading and relief sought and which provides that: "...an order may be entered granting the relief sought unless a specific written objection is filed within ____ () days of the date of the mailing of this notice" (See Appendix G-2)

C. The Clerk's Office generates most notices of hearing on routine motions and applications. However, a movant must prepare a notice for the following:

(1.) Motion to Compromise - twenty (20) day negative notice [See Bankruptcy Rule 2002(a); N.D.W.V. LBR 9019-1]

(2.) Proposed Use, Sale or Lease of Property - twenty (20) day negative notice [See Bankruptcy Rules 2002(a), 2002(c)]

to (3.) Motion to Sell Free and Clear of Liens and Other Interests Pursuant Bankruptcy Rule 6004(c) - Twenty (20) day negative notice [See Bankruptcy Rule 2002(c)]

(4.) Motion for Redemption - Twenty (20) day negative notice. [See N.D.W.V. LBR 6008-1]

(5.) Motion to Avoid Lien - Twenty (20) day negative notice. [See N.D.W.V. LBR 4003-2]

(6.) Motion to Reopen [See N.D.W.V. LBR 5010-1; Appendix O]

3. Certificate of Service — The notice provisions of the Federal Rules of Civil Procedure, the Bankruptcy Rules and these Local Rules are neither intended to supersede, nor to be a substitute for, the requirement that pleadings and orders be served upon the interested

parties, provided that if the entire creditor body is served, the certificate of service may recite service on “...all creditors listed on the mailing matrix on file in the Bankruptcy Clerk’s Office as of (date).”. A certificate of service shall be utilized when required. (See N.D.W.V. LBR 5005-4.10 re: electronic service)

Cross Reference

Rule 5 Fed. R. Civ. Pro.
Rule 7 Fed. R. Civ. Pro.
Bankruptcy Rule 2002
Bankruptcy Rule 9013
Bankruptcy Rule 7005
Bankruptcy Rule 7007
N.D.W.V. LBR Part IX; See also Part V (Electronic)
Appendices G, O

INDIVIDUAL JUDGE PROCEDURE

(<http://www.wvnb.uscourts.gov/judges-info/judge-flatley>)

JUDGE FLATLEY

Conference Calls: Notice Regarding Telephone Conferences with Judge Flatley

Given the geographic scope of the Bankruptcy Court for the Northern District of West Virginia and that it is staffed by only one bankruptcy judge, telephonic hearings are often conducted in lieu of requiring appearances in open court for the economic benefit and convenience of the parties. The failure of a party to timely dial in to a telephonic conference is akin to a failure of a party to appear for a hearing in court. Accordingly, the court may proceed in that party’s absence; including ruling in favor of the appearing party. Neither the court nor the clerk’s office will call to obtain counsel’s participation at a telephonic hearing. If parties are unable to participate, then they should seek a continuance before the scheduled hearing. All conference calls are initiated by the Court. To participate in a conference call, parties must dial 1-877-848-7030 and provide Access Code: 6500181 when prompted.

FIFTH CIRCUIT

1. EASTERN DISTRICT OF LOUISIANA: Telephonic Conferencing

SECTION A PROCEDURES May 8, 2012

I. Telephonic Court Appearances

A. The United States Bankruptcy Court for the Eastern District of Louisiana has arranged for any interested party or their counsel to participate by telephonic appearance using independent conference call companies (“the vendors”). The use of telephonic appearance is offered for the convenience of the participants. Under no circumstances may any participant record or broadcast the proceedings conducted by the Bankruptcy Court. Participants making use of the conference call service are cautioned that they do so at their own risk. Failure to connect, disconnection once connected, or problems with the service will not constitute grounds for continuance or reconsideration, which may only be given at the discretion of the court. Any failure to connect by telephone or any break or interruption in service may still be recorded as an appearance on record.

B. Telephonic appearances generally require prior court approval but are subject to the policies and procedures set forth below.

C. Telephonic appearances are allowed for special setting hearings with prior court approval. Telephonic appearances are generally not allowed on motion days, except by prior order of the court.

D. No telephonic appearances are allowed for trials or evidentiary hearings on contested matters. Trial counsel and all witnesses must appear in person.

E. For contested matters without evidence but with oral argument, the movant, movant’s counsel, and all objecting parties must appear in person. For hearings on motions without evidence or argument (uncontested or settled), telephonic appearances may be allowed.

F. The party cited by an Order to Show Cause and his/her counsel must appear in person at the hearing.

G. Requests for telephonic appearance may be made ex parte but must be made in writing no later than four (4) business days prior to a scheduled hearing, unless the matter has been scheduled on an emergency basis on less than four (4) days’ notice. The request will state the case name, case number, matter to be heard, and date of the hearing. The party or counsel requesting telephonic appearance must state his, her, or its position (movant, objector, responder, listen only) with regard to the matter to be heard and whether or not the relief requested is contested.

H. Telephonic participation is allowed in “listen only” mode unless specifically authorized by the Court. Those appearing by phone must place the call on “mute.” Election to participate by telephone will not allow the participant to argue at the hearing, unless prior to the hearing an order allowing active participation has been signed.

I. The following telephonic providers are approved by the Court: Tele-Court, CourtCall, and Clear2there. Vendor contact information (in random order):

CourtCall
866-582-6878
866-533-2946 (fax)
Courtconference@courtcall.com

Tele-Court
800-924-5680
www.tele-court.com

Clear2there
800-210-2172
www.clear2there.com

J. Counsel for Chapter 11 debtors shall select which provider will be used for telephonic appearances throughout the case. Debtor's counsel shall file a notice in the record of the case alerting interested parties which provider has been chosen.

1. Any interested party wishing to participate by telephonic appearance shall notify debtor's counsel (or party designated by debtor's counsel) by email or fax no later than 3 business days before the hearing. The interested party must also file their request into the record. Debtor's counsel (or party designated by debtor's counsel) will then arrange for appearance by telephone and provide the requesting parties with connection information and code. Parties participating by telephone are responsible for any costs associated with this service at vendor's billing rates.

2. Debtor's counsel will provide the vendor with the following information on each participant: case name and number, name of judge, hearing date and time, and name and telephone number of attorney or participant appearing.

K. Participants in telephonic hearings will each pay the vendor directly. There is no cost to the court for telephonic services.

L. Authorized participants will receive confirmation and instructions for telephonic services from the vendors. Some vendors do not place a call to participants, and the participants are instead instructed to call a central number. Participants are responsible for ascertaining the participants' requirements to participate from each vendor.

M. Chambers will receive email confirmation of the scheduled telephonic appearance from vendors the day before the scheduled hearing.

N. At the beginning of the hearing, the Court may read into the record the names of those appearing by telephone, may request acknowledgment from each party of their appearance, may note appearances based on confirmation from the vendor of requests to participate, or may note approved motions to participate.

O. The Court reserves the right to reject any request to appear telephonically.

P. Failure to comply with this procedure may result in imposition of sanctions.

***Electronic Courtroom Technology Guide**

(<http://www.laeb.uscourts.gov/sites/laeb/files/ElectronicCourtroomTechnologyGuide.pdf>)

2. MIDDLE DISTRICT OF LOUISIANA: Telephonic and Video Conferencing

* No Information Provided

3. WESTERN DISTRICT OF LOUISIANA: Telephonic and Video Conferencing

JUDGE JEFFREY P. NORMAN

6. Telephonic Participation

Requests for telephone participation must be made by motion. Telephonic appearances are not permitted in evidentiary matters or on any Chapter 13 trustee panel. Witnesses may not be presented by telephone and witnesses may not be examined by telephone. Parties may not participate by a speaker phone or cell phone. If a technological problem arises, the hearing will continue without the participation of telephone participants. The Court will not delay hearings for signal problems, interference, or phone failure.

Accordingly, persons choosing to attend a hearing by telephone do so at their own risk of technological failure. Parties appearing by phone should contact the Court's Judicial Assistant, Patrice Kendrick, at (318) 676- 4269 not later than five minutes prior to the scheduled hearing.

4. NORTHERN DISTRICT OF MISSISSIPPI: Telephonic and Video Conferencing

Local Rule 7016-1. Pretrial Procedures

(c) Telephonic Fed. R. Civ. P. 16 scheduling conference or pre-trial conference. For cause shown, and at least 2 days before the time scheduled for a scheduling conference or pre-trial conference, any party to the conference may request that the conference be conducted by telephone or that the party be permitted to participate by telephone. Such request may be made by telephone to the courtroom deputy and shall be communicated contemporaneously to other counsel known to be involved in the hearing or conference. Any party objecting to the request shall promptly advise the court and other counsel.

INDIVIDUAL JUDGE PROCEDURE (<http://www.msnb.uscourts.gov/video-conferencing-proceedings-judge-olack>)

JUDGE OLACK

PROCEDURES REGARDING VIDEO CONFERENCING IN PROCEEDINGS

Video conferencing capabilities are available at the U.S. Courthouses in Greenville, Jackson and Gulfport, Mississippi for cases assigned to Judge Olack. Counsel and others who utilize video conferencing must abide by the procedures and directives as set forth in the Amended Standing Order Regarding Video Conferencing in Proceedings Before Judge Neil P. Olack as summarized below:

SCHEDULING:

1. The Court may set for hearing by video conference any matter in a bankruptcy case, including contested matters or adversary proceedings. Generally, such hearings will be scheduled to avoid significant time and expense travel for the Court and participants. Video conferencing may be utilized for status conferences and pretrial conferences, and for other hearings and trials requiring the introduction of evidence and taking of testimony when the Court deems appropriate.
2. Parties in interest may request that the Court set for hearing by video conference any matter in a bankruptcy case. The moving party must: (a) obtain consent from the other interested parties prior to contacting the Court, and (b) request permission for hearing by video conference from Judge Olack's courtroom deputy seven days prior to the proceeding.
3. The Court, in its discretion, will determine whether a request for hearing by video conference should be granted. Requests received by the Court outside the time parameters described above will not be considered except in emergency situations. The Court may grant requests for hearing by video conference with or without a written order.
4. The Court will provide notice of the place and time for all proceedings set for hearing by video conference.

5. The Court may at any time vacate a previously granted request for hearing by video conference, and may order any party to appear personally in court for any proceeding.

DOCUMENTS:

1. In any proceeding set for hearing by video conference, the parties must exchange all witness and exhibit lists and copies of exhibits, if applicable, at least seven days before the proceeding. The parties must also provide copies of same to Judge Olack's Jackson chambers at least seven days before the proceeding in either paper or electronic form. If parties choose to email exhibits to chambers, they should email them to olack_chambers@mssb.uscourts.gov (link sends e-mail). When marking the exhibits, the parties should determine an identification sequence that eliminates any duplication. At the hearing, the original exhibits should be in the courtroom where the witness will testify.

2. If any other written documents are to be considered or reviewed at any proceeding, the parties shall exchange and provide copies of such documents to the Court at least seven days prior to the proceeding.

3. Failure to comply with this provision may result in sanctions, including the Court denying any undisclosed witness testimony and denying the admission of any unexchanged exhibits.

PROCEDURES:

1. Decorum: The formalities of a courtroom must be observed. When called, the parties are to approach the video conference table and situate themselves so that they are able to view the video screen and be seen by the Court.

2. Identification: All parties in attendance must identify themselves and state their interest in the proceeding.

3. Witnesses: Any witness called will be sworn in for the video conference by the courtroom deputy or other authorized court personnel.

4. Recording: The video conference constitutes a court proceeding, and any recording other than the official court version is prohibited. No party may record images or sounds from any location.

5. Equipment Operation: The Court will be responsible for operation of the video conferencing equipment.

6. Contact Information: Questions concerning video conferencing should be directed to Judge Olack's courtroom deputy.

7. Computation of Time: The computation of time as promulgated by the Federal Rule of Bankruptcy Procedure 9006 applies in all hearings held by video conference.

Amended Standing Order Regarding Video Conferencing in Proceedings

Entered 11/19/09 at 10:10 A.M.
United States Bankruptcy Court
Northern District of Mississippi *JW*
David J. Puddister, Clerk

U.S. BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI
FILED

NOV 18 2009

AMENDED STANDING ORDER REGARDING VIDEO CONFERENCING
IN PROCEEDINGS BEFORE JUDGE NEIL P. OLACK
BY K. Swan DANNY L. MILLER, CLERK
DEPUTY CLERK

Video conferencing capabilities are available for (a) the U.S. Bankruptcy Court for the Northern District of Mississippi at the U.S. Courthouse in Greenville, Mississippi, and (b) the U.S. Bankruptcy Court for the Southern District of Mississippi at the U.S. Bankruptcy Court in Jackson, Mississippi, and the Dan M. Russell, Jr. U.S. Courthouse in Gulfport, Mississippi. The Court finds that counsel and others who utilize such video conferencing shall abide by the procedures and directives set forth below in proceedings before Judge Neil P. Olack:

SCHEDULING:

- 1) The Court may set for hearing by video conference any matter in a bankruptcy case, including contested matters or adversary proceedings. Generally, such hearings will be scheduled to avoid significant time and expense of travel for the Court and the participants. Video conferencing may be utilized for status conferences and pretrial conferences, and for other hearings and trials requiring the introduction of evidence and taking of testimony when the Court deems appropriate.
- 2) Parties in interest may request that the Court set for hearing by video conference any matter in a bankruptcy case. The moving party must:
 - a) obtain consent from other interested parties prior to contacting the Court; and,
 - b) request permission for hearing by video conference from Judge Olack's courtroom deputy seven days prior to the proceeding.
- 3) The Court, in its discretion, shall determine whether said request should be granted. Requests received by the Court outside the time parameters described above will not be

considered except in emergency situations. The Court may grant any request for hearing by video conference with or without a written order.

- 4) The Court shall provide notice of the place and time for all proceedings set for hearing by video conference.
- 5) The Court may at any time vacate a previously granted request for hearing by video conference, and may order any party to appear personally in court for any proceeding.

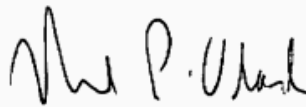
DOCUMENTS:

- 1) In any proceeding set for hearing by video conference, the parties shall exchange all witness and exhibit lists and copies of exhibits, if applicable, at least seven days before the proceeding. The parties also shall provide copies of same to the Court's Jackson chambers at least seven days before the proceeding in either paper or electronic form. If parties choose to email exhibits to chambers, they should email them to olack_chambers@mssb.uscourts.gov. In marking the exhibits, the parties shall determine an identification sequence that eliminates any duplication. At the hearing, the original exhibits should be in the courtroom where the witness will testify.
- 2) If any other written documents are to be considered or reviewed at any proceeding, the parties shall exchange and provide copies of such documents to the Court at least seven days prior to the proceeding.
- 3) Failure to comply with this provision may result in sanctions, including the Court denying any undisclosed witness testimony and denying the admission of any unexchanged exhibits.

PROCEDURES:

- 1) **Decorum.** The formalities of a courtroom shall be observed. When called, parties are to approach the video conference table and situate themselves so that they are able to view the video screen and be seen by the Court.
- 2) **Identification.** All parties in attendance must identify themselves and state their interest in the proceeding.
- 3) **Witnesses.** Any witness called will be sworn in for the video conference by the courtroom deputy or other authorized court personnel.
- 4) **Recording.** The video conference constitutes a court proceeding, and any recording other than the official court version is prohibited. No party may record images or sounds from any location.
- 5) **Equipment Operation.** The Court shall be responsible for operation of the video conferencing equipment.
- 6) **Contact Information.** Questions concerning video conferencing should be directed to Judge Olack's courtroom deputy.
- 7) **Computation of Time.** The computation of time as promulgated by Federal Rule of Bankruptcy Procedure 9006 shall apply to this Standing Order.

SO ORDERED. Effective: December 1, 2009.



NEIL P. OLACK
U.S. BANKRUPTCY JUDGE

5. SOUTHERN DISTRICT OF MISSISSIPPI: Telephonic and Video Conferencing

RULE 7016-1. PRE-TRIAL PROCEDURE; FORMULATING ISSUES

(c) Telephonic Fed. R. Civ. P. 16 scheduling conference or pre-trial conference. For cause shown, and at least 2 days before the time scheduled for a scheduling conference or pre-trial conference, any party to the conference may request that the conference be conducted by telephone or that the party be permitted to participate by telephone. Such request may be made by telephone to the courtroom deputy and shall be communicated contemporaneously to other counsel known to be involved in the hearing or conference. Any party objecting to the request shall promptly advise the court and other counsel.

***Restrictions: Cell Phones and other Electronic Devices**

As a unit of the United States District Court for the Southern District of Mississippi, the Bankruptcy Court observes the District Court's policy on possession of electronic devices in our federal courthouses:

Unless otherwise ordered by a presiding judge of this Court for a specific proceeding, cell phones are not allowed in the courthouses of this District, unless they are in the possession of an employee of this Court, another tenant of the courthouse or a party, attorney, or the attorney's support staff who is directly involved in litigation currently being conducted in this Court.

Unless otherwise ordered by a presiding judge of this Court for a specific proceeding, other electronic devices capable of recording, photographing, or broadcasting court proceedings are not allowed in the courthouses of this District.

The Court does not have a secured area in which these devices can be stored.

INDIVIDUAL JUDGE PROCEDURE

(http://www.mssb.uscourts.gov/media/46414/2011-05_video_conf_samson.pdf)

JUDGE KATHERINE SAMSON

(Also see Judge Olack's procedures for the Northern District of Mississippi.)

U.S. BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI
FILED

NOV 21 2011

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF MISSISSIPPI**

DANNY L. MILLER, CLERK
BY *K. Bryan* DEPUTY CLERK

**STANDING ORDER REGARDING VIDEO CONFERENCING
IN PROCEEDINGS BEFORE JUDGE KATHARINE M. SAMSON**

Video conferencing capabilities are available for the U.S. Bankruptcy Court for the Southern District of Mississippi at the U.S. Bankruptcy Court in Jackson, Mississippi, the Dan M. Russell, Jr. U.S. Courthouse in Gulfport, Mississippi and the William M. Colmer Federal Building in Hattiesburg, Mississippi. The Court finds that counsel and others who utilize such video conferencing shall abide by the procedures and directives set forth below in proceedings before Judge Katharine M. Samson:

SCHEDULING:

- 1) The Court may set for hearing by video conference any matter in a bankruptcy case, including contested matters or adversary proceedings. Generally, such hearings will be scheduled to avoid significant time and expense of travel for the Court and the participants. Video conferencing may be utilized for status conferences and pretrial conferences, and for other hearings and trials requiring the introduction of evidence and taking of testimony when the Court deems appropriate.
- 2) Parties in interest may request that the Court set for hearing by video conference any matter in a bankruptcy case. The moving party must:
 - a) obtain consent from other interested parties prior to contacting the Court; and,
 - b) request permission for hearing by video conference from Judge Samson's courtroom deputy seven days prior to the proceeding.

- 3) The Court, in its discretion, shall determine whether said request should be granted. Requests received by the Court outside the time parameters described above will not be considered except in emergency situations. The Court may grant any request for hearing by video conference with or without a written order.
- 4) The Court shall provide notice of the place and time for all proceedings set for hearing by video conference.
- 5) The Court may at any time vacate a previously granted request for hearing by video conference, and may order any party to appear personally in court for any proceeding.

DOCUMENTS:

- 1) In any proceeding set for hearing by video conference, the parties shall exchange all witness and exhibit lists and copies of exhibits, if applicable, at least seven days before the proceeding. The parties also shall provide copies of same to the Court at least seven days before the proceeding in either paper or electronic form. If parties choose to email exhibits to chambers, they should email them to samson_chambers@mssb.uscourts.gov. In marking the exhibits, the parties shall determine an identification sequence that eliminates any duplication. At the hearing, the original exhibits should be in the courtroom where the witness will testify.
- 2) If any other written documents are to be considered or reviewed at any proceeding, the parties shall exchange and provide copies of such documents to the Court at least seven days prior to the proceeding.
- 3) Failure to comply with this provision may result in sanctions, including the Court denying any undisclosed witness testimony and denying the admission of any unexchanged exhibits.

PROCEDURES:

- 1) Decorum. The formalities of a courtroom shall be observed. When called, parties are to approach the video conference table and situate themselves so that they are able to view the video screen and be seen by the Court.
- 2) Identification. All parties in attendance must identify themselves and state their interest in the proceeding.
- 3) Witnesses. Any witness called will be sworn in for the video conference by the courtroom deputy or other authorized court personnel.
- 4) Recording. The video conference constitutes a court proceeding, and any recording other than the official court version is prohibited. No party may record images or sounds from any location.
- 5) Equipment Operation. The Court shall be responsible for operation of the video conferencing equipment.
- 6) Contact Information. Questions concerning video conferencing should be directed to Judge Samson's courtroom deputy.
- 7) Computation of Time. The computation of time as promulgated by Federal Rule of Bankruptcy Procedure 9006 shall apply to this Standing Order.

SO ORDERED, Effective: November 21, 2011.



KATHARINE M. SAMSON
U.S. BANKRUPTCY JUDGE

6. EASTERN DISTRICT OF TEXAS: Telephonic and Video Conferencing

Court website states: "... The Courtroom is equipped with the capability for telephonic conferencing. See [Requests for Telephonic Appearances](#) to complete your request.

The Courtroom is also equipped with Video Conferencing equipment. Video Conferencing must be approved by the Court at least 3 days in advance of the hearing or trial. The party wishing to use Video Conferencing must contact the Courtroom Deputy 3 days prior to the hearing or trial to obtain this approval ..."

INDIVIDUAL JUDGE PROCEDURE (<http://www.txeb.uscourts.gov/judges.asp>)

JUDGE PARKER'S TELEPHONIC APPEARANCES

Any party desiring to appear telephonically in a hearing must make prior arrangements with the appropriate courtroom deputy.

For matters to be heard in Tyler, Texas please contact Chasha Traylor 903-590-3237.
For matters to be heard in Beaumont, Texas please contact Mona Doyle 409-654-7064.

JUDGE RHOADES TELEPHONIC APPEARANCES

All requests for telephonic appearances should be made via email to: ECRO_PLANO@txeb.uscourts.gov
REQUEST MUST BE MADE AT LEAST 48 HOURS PRIOR TO THE HEARING AND SHOULD CONTAIN THE FOLLOWING INFORMATION:

1. Case Number and/or Adversary Proceeding Number
2. Hearing Date and Time
3. Name of party or attorney requesting the telephonic appearance
4. Direct telephone number where the party or its attorney can be reached for the telephonic hearing.

You will receive confirmation from the court if your request for telephonic appearance is granted. If you do not receive confirmation from the court, you must personally appear.

If the court cannot reach you when your case is called, the court will conduct the hearing without you. The failure of an attorney to be at the number and/or answer the court's call will constitute a failure to appear and a waiver of the right to appear.

TEXARKANA DIVISION (ALL MATTERS)

Telephonic hearing information:

Please dial in to the hearing conference line: 1-888-675-2535

You will be prompted for an access code: 4225607

When prompted for security code please use: 1720

Note: You may be placed on hold until the host dials in to the conference.
PLEASE DO NOT CHOOSE ANY OTHER OPTIONS.

Start Time: 1:30 PM (Central)

If a matter is contested, you MUST email the Courtroom Staff at crd_plano@txeb.uscourts.gov with the time estimate for the hearing.

7. NORTHERN DISTRICT OF TEXAS: Telephonic and Video Conferencing

Court website states: “Audio/Video Conferencing availability is particular to each judge. Judges most often use conferencing when they are traveling between courthouses, or when an out-of-town party has been specifically granted a request to appear via video/audio conference.”

(http://www.txnb.uscourts.gov/sites/txnb/files/basic/CourtroomTechnology101_1.pdf)

Telephonic/Video Hearing Policy

Video conferencing and telephonic appearances are used primarily for docket calls for the Amarillo, Abilene, and San Angelo divisions. If the matter requires testimony, introduction of documentary evidence, or will take more than fifteen minutes, the court will routinely place the matter on a “live” docket. In the event a matter is heard by video, such hearing will be conducted in accordance with **Standing Order 2000-4, Standing Order Concerning Video Hearings**. For telephonic appearances, see **Appendix A-Protocol for Hearings by Teleconference**. Counsel may request a telephonic/video hearing by emailing the courtroom deputy at rlj_settings@txnb.uscourts.gov.

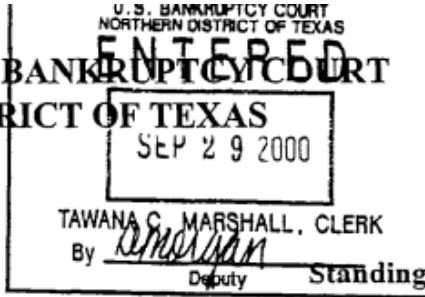
PROCEDURES FOR OBTAINING HEARINGS IN COMPLEX CHAPTER 11 CASES

I. Hearing on First Day Matters: Official Forms for Request for Expedited Consideration of Certain First Day Matters.

Upon the filing of a complex Chapter 11 case, if the debtor has matters that require expedited consideration (“first day” or “near first day” relief), the debtor should file a “Request for Expedited Consideration of Certain ‘First Day’ Matters” using the form of Exhibit B to the Procedures for Complex Chapter 11 Cases (“First Day Hearing Request”). The first day hearing request will be immediately forwarded by the clerk of court to the judge who has been assigned the complex Chapter 11 case (or if there are multiple, related debtor cases, to the judge assigned to the first-filed case). The court will hold a hearing within 2 days of the time requested by the debtor’s counsel, and the courtroom deputy will notify counsel for the debtor of the time of the setting. If the judge assigned to the complex Chapter 11 case is not available to hold the hearing within 2 days of the time requested by the debtor’s counsel, an available judge will hold a hearing within 2 days of the time requested by the debtor’s counsel and the courtroom deputy will notify counsel for the debtor of the time of the setting. The debtor’s counsel should (1) serve by fax and electronically, if the email address is available (or by immediate hand-delivery), a copy of the first day hearing request on all affected parties, including the U.S. Trustee, simultaneously with its filing; and (2) notify by fax and electronically, if the email address is available, or telephonically (or by immediate hand delivery) all affected parties of the hearing time on first day matters as soon as possible after debtor’s counsel has received confirmation from the court. The court will allow parties in interest to participate telephonically at the hearing on first day matters whenever (and to the extent) practicable, and debtor’s counsel will be responsible for the coordination of the telephonic participation.

Standing Order 2000-4, Standing Order Concerning Video Hearings

IN THE UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS



IN RE:

STANDING ORDER CONCERNING
VIDEO HEARINGS

§
§
§
§

Standing Order 00-4

Absent compelling circumstances, the following rules will apply to video hearings before the Bankruptcy Court in the following Divisions of the Northern District of Texas: [Abilene, Amarillo, Dallas, Fort Worth, Lubbock, San Angelo, and Wichita Falls]. These rules do not replace the Local Rules or any Scheduling Order. The intent of this order is not to additionally burden counsel, but to attempt to assist counsel and the Court in dealing with video hearings.

It is hereby ORDERED that the following procedures apply to video hearings on contested matters:

- A. Under Local Bankruptcy Rules 9014.1(c)(2) and 4001.1(d), when an exhibit or appraisal is furnished to an opponent, it shall be mailed to the presiding judge of the hearing within the same time parameters of the local rules, together with time estimates for the hearing. If a party anticipates using impeachment exhibits not normally required to be revealed in advance of the hearing, the impeachment exhibits must be furnished to the presiding judge at least two days before the hearing in a sealed envelope containing the following legend:

[Number and style of case, nature of hearing, hearing date and time].
“Impeachment exhibits of [PARTY NAME]. Only to be opened by the presiding judge at such hearing, if offered into evidence at such hearing.” [Attorney’s name, address and telephone number].

The clerk is to date stamp the envelope “Received” and deliver it to the presiding judge, who will destroy it if the exhibits are not offered into evidence at the hearing.

B. On preliminary stay hearings, regardless of which Division is hearing the matter, Local Bankruptcy Rule 4001.1(e) will govern the conduct of the hearing and any evidentiary affidavits referred to in Local Bankruptcy Rule 4001.1(e) must be filed with the Clerk's Office, and copies mailed to the judge presiding over such hearing at or about the time they are to be served on an opponent, together with time estimates of the hearing.

It is further ORDERED that the following procedures apply in video trials of adversary proceedings: At least seven days in advance of trial, copies of all exhibits, except those for impeachment purposes, are to be exchanged between counsel and mailed to the presiding judge, together with the time estimates of the trial. If a party anticipates using impeachment exhibits not normally required to be revealed in advance of trial, the impeachment exhibits are to be furnished to the presiding judge at least two days before the trial in a sealed envelope containing the following legend:

[Number and style of case, trial date and time]. "Impeachment exhibits of [PARTY NAME]. Only to be opened by the presiding judge at trial, if offered into evidence at trial." [Attorney's name, address and telephone number].

The clerk is to date stamp the envelope "Received" and deliver it to the presiding judge, who will destroy the envelope if the exhibits are not offered into evidence at trial.

Signed: SEP 29 2000



Robert C. McGuire
Chief United States Bankruptcy Judge
Northern District of Texas

Appendix A - Protocol for Hearings by Teleconference

Protocol for Hearings by Teleconference. Hearings may be conducted by teleconference when deemed appropriate by the court. In approving a hearing by teleconference, consideration will be given to the nature and scope of the matter before the court, associated time and cost of travel and equity to all parties. Counsel may request a telephonic hearing by email or by sending or faxing a letter to the courtroom deputy. Requests made by fax should be sent to (214) 753-2072 for the Dallas and Wichita Falls Divisions, (817) 333-6001 for the Fort Worth Division, and (806) 472-5004 for the Abilene, Amarillo, Lubbock and San Angelo Divisions. The request must be received at least 24 hours in advance of the hearing.

Courtroom Deputy Email Address

Viola Salcido -	Chief Judge Barbara J. Houser	bjh_settings@txnb.uscourts.gov
Christi Graham -	Judge Robert L. Jones	rlj_settings@txnb.uscourts.gov
Jennifer Calfee -	Judge D. Michael Lynn	dml_settings@txnb.uscourts.gov
Jodie Chapman -	Judge Harlin D. Hale	hdh_settings@txnb.uscourts.gov
Jana McCrory -	Judge Russell F. Nelms	rfn_settings@txnb.uscourts.gov
Traci Davis -	Judge Stacey G. C. Jernigan	sgj_settings@txnb.uscourts.gov

The following recommendations should be useful in enhancing the teleconference quality.

1. Speakerphones may not be used. It has been the court's experience that background noise is magnified by the courtroom sound system and is too distracting.
2. Parties should speak using a normal telephone handset. Please be aware that noise from parties participating by phone is magnified by the sound system in the courtroom. Paper shuffling, coughing, and any other noise is very distracting to all parties. If you have a mute feature on your phone, please use it.

Upon court approval, judicial staff will instruct the party requesting the phone hearing to arrange for the conference call to be set up and then dialed through to the appropriate chambers. If more than one party will appear via phone, then the court will instruct a party to arrange for a conference call operator to set up the call on a single line. Placing a call to court late is the same as coming to court late. You will not be heard. Parties may not be added to a conference call once the hearing has commenced. On occasion, the court will dial a party directly.

All participants must be in place and prepared for the conference call at least fifteen minutes prior to the scheduled hearing time. Parties must remember to state their name for the record before speaking. Technical assistance or information regarding the configuration of teleconference equipment may be obtained from the Court Technology and Facilities Specialist, Tim Christnagel, at (214) 753-2020.

INDIVIDUAL JUDGES PROCEDURE

(http://www.txnb.uscourts.gov/sites/txnb/files/basic/AttorneyDeskReference-2014_01_24.pdf)

CHIEF JUDGE BARBARA J. HOUSER

Telephonic Hearing Policy

Hearings may be conducted by teleconference when deemed appropriate by the court. As a general rule, parties may “listen in only” and may NOT prosecute motions or give testimony via telephone. In addition, telephonic appearances are NOT permitted for trial docket call, Chapter 13 or lift stay dockets. In approving a hearing by teleconference, consideration will be given to the nature and scope of the matter before the court, associated time and cost of travel, and equity to all parties. The request shall identify the attorney or party making the request by name and role in the bankruptcy case, shall include a statement of the reason for the request, and shall include a direct-dial, non-cell telephone number where the party may be reached in the event the request is granted. Requests should be emailed no later than 2 business days prior to the hearing. Counsel may request a telephonic hearing by emailing the courtroom deputy at bjh_settings@txnb.uscourts.gov.

JUDGE ROBERT JONES

Telephonic/Video Hearing Policy

Video conferencing and telephonic appearances are used primarily for docket calls for the Amarillo, Abilene, and San Angelo divisions. If the matter requires testimony, introduction of documentary evidence, or will take more than fifteen minutes, the court will routinely place the matter on a “live” docket. In the event a matter is heard by video, such hearing will be conducted in accordance with Standing Order 2000-4, Standing Order Concerning Video Hearings. For telephonic appearances, see Appendix A—Protocol for Hearings by Teleconference. Counsel may request a telephonic/video hearing by emailing the courtroom deputy at rlj_settings@txnb.uscourts.gov.

JUDGE HALE

Telephonic Hearing Policy

Hearings may be conducted by teleconference when deemed appropriate by the court. In approving a hearing by teleconference, consideration will be given to the nature and scope of the matter before the court, number of parties seeking to appear by phone, associated time and cost of travel, and equity to all parties. Counsel may request a telephonic hearing by emailing the courtroom deputy at hdh_settings@txnb.uscourts.gov at least 24 hours before the hearing. Request should include the case name and number, the attorney’s name and the party they represent. Judge Hale’s court uses CourtCall for all telephonic appearances. Instructions and CourtCall contact information will be provided by a member of Judge Hale’s staff upon court approval of the request to appear by phone. Generally, a witness will not be allowed to testify via telephone absent the advance consent of the parties participating in the hearing.

JUDGE R. NELMS

Telephonic Hearing Policy

Hearings may be conducted by teleconference when deemed appropriate by the court. In approving a hearing by teleconference, consideration will be given to the nature and scope of the matter before the

court, associated time and cost of travel, and equity to all parties. The request should include a statement of the reason for the request in the event the request is granted. Counsel may request a telephonic hearing by emailing the courtroom deputy at rfn_settings@txnb.uscourts.gov. See Appendix A for more information.

JUDGE STACEY G. C. JERNIGAN

Telephonic Hearing Policy

Hearings may be conducted by teleconference when deemed appropriate by the court. In approving a hearing by teleconference, consideration will be given to the nature and scope of the matter before the court, associated time and cost of travel, and equity to all parties. Counsel may request a telephonic hearing by emailing the courtroom deputy at sgj_settings@txnb.uscourts.gov. See Appendix A for more information. Judge Jernigan's court uses CourtCall for all telephonic appearances. Instructions and CourtCall contact information will be provided by a member of Judge Jernigan's staff upon court approval of the request to appear by phone.

JUDGE MARK MULLIN

Telephonic Hearing Policy

Hearings may be conducted by teleconference when deemed appropriate by the court. In approving a hearing by teleconference, consideration will be given to the nature and scope of the matter before the court, associated time and cost of travel, and equity to all parties. Counsel may request a telephonic hearing by emailing the courtroom deputy at mxm_settings@txnb.uscourts.gov at least one business day prior to the hearing. Parties participating in a hearing by telephone may not present evidence or question any witness.

Judge Mullin's court uses CourtCall for all telephonic appearances. Instructions and CourtCall contact information will be provided by a member of Judge Mullin's staff upon Court approval of the request to appear by telephone.

***Courtroom Equipment Guides** (<http://www.txnb.uscourts.gov/court-room-equipment-guides>)

8. SOUTHERN DISTRICT OF TEXAS: Telephonic Conferencing

INDIVIDUAL JUDGE PROCEDURE (<http://www.txs.uscourts.gov/bankruptcy/judges/>)

JUDGE DAVID R. JONES

1) Telephonic Participation.

- a) Counsel are permitted to participate in hearings by telephone without prior permission of the Court.
- b) No speakerphones.
- c) Witnesses may not be examined nor evidence offered by telephone, except in emergency situations in which the Court determines sufficient cause exists to waive the prohibition.
- d) **The Court's dial-in line is live.** Do not use a speakerphone when addressing the court because it causes feedback. When not speaking, parties should **mute** the line. Parties participating by phone must assure that no background noise is transmitted, including music, typing and third-party conversations, etc. **Persons choosing to attend a hearing by dial-in do so at their own risk of a technological failure.**
- e) The following dial-in instructions should be used:

The dial-in number is **1-712-432-3100**. You will be responsible for your own long-distance charges. This dial-in number is utilized regardless of the location at which Judge Jones is conducting court. You will be asked to key in the conference room number. Judge Jones' conference room number is **692273**.

Once the code is entered, you will be connected **live** to the courtroom. You will be able to hear persons speaking in the courtroom and other persons on the call addressing the Court. You will be able to address the Court directly. The Court will hear all sound on your line. Mute your line if you are not addressing the Court.

If there are multiple parties on the call, the Court may activate the "hand raise" feature. The system will announce that this feature has been activated. If the hand raise feature has been activated, you will not be able to address the Court until the Court addresses you or you request to speak and the Court grants the request. If you wish to address the Court, you must press 5*. Within 5 seconds, the Court will receive a signal that you wish to speak. When the Court calls on you, you will hear a recorded message that you have been recognized. When you are done, the Court will again mute your call.

Details regarding the use of the Free Conference Calling conferencing system are available at <http://www.freeconferencecalling.com>.

- f) Telephonic participants may connect on-line to view the Court's broadcast onto the courtroom's television monitors. This procedure will not show any broadcast made by a party. To view on-

line, you may connect through the website located at <https://www.join.me>. Click on “Join Meeting”. The code for the meeting is “judgejones”. If you are attempting to view the broadcast on a tablet, smartphone or similar device, you may be required to download a free app from the website.

JUDGE BOHM

STEPS THAT MUST BE TAKEN TO APPEAR BY TELEPHONE [revised on 11/30/2013]

1. Under no circumstances may anyone appear using a cell phone.
2. In cases other than Complex Chapter 11 cases, counsel may appear by telephone, only upon the granting of a motion seeking leave to appear by telephone; the motion and proposed order must be filed at least 24 hours prior to the scheduled hearing. In Complex Chapter 11 cases, counsel may appear by telephone, upon arrangements with the Case Manager, Evangeline C. Attaway (whose email address is cmA679@txs.uscourts.gov).
3. When counsel is permitted to appear by telephone, the counsel appearing by telephone should contact the Case Manager for instructions. Counsel who wish to appear by telephone will be required to dial the designated telephone number (713-250-5577) ten minutes prior to the commencement time in order to provide the Courtroom Deputy with the appearance information before the hearing commences.
4. When a matter is called, Judge Bohm will take appearances. Counsel (or parties, if not represented by counsel) should state their name, and all parties they represent.
5. In order to make a proper record, counsel appearing by telephone should state the Counsel’s name each time the counsel speaks.
6. While appearance on the telephone is permitted, Judge Bohm will not take evidence over the telephone (including the questioning of witnesses present in the courtroom).
7. If anyone appearing by phone makes too much noise—such as shuffling paper, typing on a keyboard, conducting interoffice conversations, etc.—the Court reserves the right to disconnect the telephone line.
8. The Court may impose sanctions on anyone who fails to comply with these rules.

JUDGE MARVIN ISGUR

Telephonic Participation:

- a. Dial in at least 5 minutes before your hearing is scheduled to begin.
- b. Parties are always permitted to participate by dial-in without any permission or notification to the Court except:
 - i. Dial-in participation is not allowed for chapter 13 panel hearings.
 - ii. Witnesses may not be presented by dial-in and witnesses may not be examined by telephone, except in emergency situations if the Court determines to waive this prohibition for good cause.

- iii. Parties may not participate by cell phone, but may listen to hearings from their cell phone.
- c. Parties participating by speakerphone must assure that no background noise is transmitted. Accordingly, no typing, intercom announcements, or other interruptions should occur. If such interruptions are unavoidable, then speakerphone usage is not permitted.
- d. Do not place your telephone on hold. If you dial in to a hearing, you are participating in a court proceeding and are bound by the normal rules of courtesy and attention.
- e. If a technological problem arises, the hearing will continue without the participation of dialing-in participants. The Court will not delay hearings for signal problems or interference. Accordingly, persons choosing to attend a hearing by dial-in do so at their own risk of a technological failure.
- f. Starting January 1, 2012, the following procedures must be used for dial-in participation.
 - i. The dial-in number is 1-712-432-3100. You will be responsible for your own long-distance charges. This dial-in number should be used regardless of the location of the hearing (Houston, Brownsville, McAllen).
 - ii. You will be asked to key in the conference room number. The conference room number is 815978. Once this number is entered, you will be connected live to the courtroom.
 - iii. Once you are connected, you will be able to hear persons speaking in the courtroom and other persons on the call addressing the Court. You will not be able to address the Court until the Court addresses you or you request to speak and the Court grants the request.
 - iv. If you wish to address the Court, you must press 5*. Do not press 5* until you need to address the Court. Within 5 seconds, the Court will receive a signal that you wish to speak. When the Court calls on you, you will hear a recorded message that your line has been unmuted. At that time, you can be heard.
 - v. When you are done, the Court will again terminate your ability to speak. You may press 5* if an additional issue arises that you wish to address with the Court.

JUDGE KAREN BROWN

Procedures Revised effective 07/01/2014
Hearing Attendance by Telephone

Attendance at hearings set on complex chapter 11 cases may be made via the “meet-me-line.” Parties may call the meet-me-line, 713-250-5622, with or without advance notice to the Court. The line is called by the Court for every complex chapter 11 case hearing. P:\KKBProceduresrevised 7.01.14.wpd Attendance at any other hearing via the meet-me-line must be arranged 2 days prior to hearing by the case manager or courtroom deputy by e-mail or by telephone and approved by Judge Brown. Without Judge Brown’s approval and arrangements with the courtroom deputy or case manager, the meet-me-line will not be accessed by the Court at the time the hearing is called in the courtroom. Any party that opts to participate in a hearing via the meet-me-line does so at the risk of technological failure; the hearing will proceed regardless of such failure. Telephone participation is a privilege which either counsel or a party may forfeit by discourteous conduct.

JUDGE DAVID R. JONES

Telephonic Participation.

- a) Counsel are permitted to participate in hearings by telephone without prior permission of the Court. Counsel who anticipate appearing by telephone should contact the Court's Procedures and Practice Tips Page 3 of 9 case manager at least 24 hours prior to the scheduled hearing to inform the Court that a telephonic appearance is anticipated.
- b) Witnesses may not be examined nor evidence offered by telephone, except in emergency situations in which the Court determines cause exists to waive the prohibition.
- c) Parties participating by phone must assure that no background noise is transmitted. The use of speakerphones is discouraged. Persons choosing to attend a hearing by dial-in do so at their own risk of a technological failure.
- d) The following dial-in instructions should be used:

The dial-in number is 1-712-432-3100. You will be responsible for your own long distance charges. This dial-in number is utilized whether Judge Jones is sitting in Houston, Victoria, Laredo or at another location. You will be asked to key in the conference room number. Judge Jones' conference room number is 692273.

Once entered, you will be connected live to the courtroom. Once you are connected, you will be able to hear persons speaking in the courtroom and other persons on the call addressing the Court. You will be able to address the Court directly. The Court will hear all sound on your line. Please mute your line when you are not speaking so that any background noise does not distract from the proceedings.

If there are multiple parties on the call, the Court may activate the "hand raise" feature.

The Court will announce that this feature has been activated. If the hand raise feature has been activated, you will not be able to address the Court until the Court addresses you or you request to speak and the Court grants the request. If you wish to address the Court, you must press 5*. Within 5 seconds, the Court will receive a signal that you wish to speak. When the Court calls on you, you will hear a recorded message that you have been recognized. When you are done, the Court will again mute your call.

The following control options are available to callers:

- 4* - Self-Mute Line
- 5* - Raise Hand for Q&A

*Details regarding the use of the Free Conference Calling conferencing system are available at:

<http://www.freeconferencecalling.com>

(See Below)






Conference Call Services

[SIGN UP FREE](#)

Avoid traveling around the country or across town with **free conference call services** and save valuable time and resources. Be more effective with what you have by organizing a conference call instead of in person meetings. Now is an important time to tighten the belt and using a free conference calling service is a great way to lower your costs.

The easy, cost-effective way to host conference calls.

Our on-demand conference call service is available to use anytime. Yes, every conference call is actually free and accessible from any type of phone, from anywhere - repeatedly. There are no fees or gimmicks whatsoever. Only domestic long-distance rates may apply as determined by each caller's long-distance carrier. If the caller has nationwide long-distance plan, is using a cell phone or most popular VOIP services, the conference call will likely cost them nothing to call.

-  1,000 Callers Anytime
-  6 Hour Maximum Length
-  Services Available 24/7
-  Free Call Recording
-  Web-Based Management

From beginner to professional in 3 easy steps...

1 Know the time of the call

For your convenience, calls occur whenever you organize them but be sure to join in at your call time.

2 Call your conference dial-in

You will receive a dedicated dial-in number with your account to be used for all your conference calls.

3 Enter your conferences codes

Your account is assigned a six digit conference code and four digit host code for access anytime.

...Congratulations - you're a Free Conference Calling pro!

Easy conference calls for everyone

Organizing your conference call is simple.

You'll provide each caller with the date and time of your call, the conference call dial-in number and conference code. When callers dial into the conference call service, they will be asked to enter the conference code and then brought into your call.

Free Conference Calling is a reservationless conference call service that requires no advanced scheduling with us. Host conference calls with up to 1,000 callers anytime.

Reliable conference call services

Our **free conference call service** is run on carrier-grade telecom equipment and digital fiber optic telephone lines from the same network you use every day.

We work hard to ensure no-hassle conference call connections, reliability and exceptional audio quality for every conference call handled. This is a convenient, cost-effective alternative to costly travel or expensive pay-based conferencing services.

Use web conferencing? Our conference service can be used along with all the popular web conferencing services out there!

Increase conference call security

We understand security is a concern for every business which is why we designed specific features to help you maintain a secure conference call environment including:

- ▶ Host security code (for host only)
- ▶ Conference lock-out
- ▶ Real-time call management and review
- ▶ Optional participant count
- ▶ Optional name announcement

9. WESTERN DISTRICT OF TEXAS: Telephonic Conferencing

Emergency and expedited hearings (and other hearings in limited circumstances) in this case may be conducted by telephone or, where available, video. Parties must request permission to participate by telephone by calling the Courtroom Deputy for the particular division at the number listed on the Court's website at www.txwb.uscourts.gov

INDIVIDUAL JUDGE PROCEDURE (<http://www.txwb.uscourts.gov/node/21>)

JUDGE RONALD KING

Telephonic Appearances

Hearings may be conducted by teleconference when deemed appropriate by the Court. To request a telephonic hearing, counsel must email the Courtroom Deputy, Jana Brisiel, by clicking [here \(link sends e-mail\)](#) at least 2 business days before the hearing. The email should include the attorney, who he or she represents, the reason for the request, and a direct (not cellular) telephone number.

Please be advised of the following:

Parties may not use a cellular or speaker phone when participating in the teleconference.

Parties must identify themselves each time they speak during the teleconference.

Parties must be available 30 minutes prior to the hearing. Examination of witnesses is not permitted via teleconference.

JUDGE CRAIG A. GARGOTTA

Telephonic Appearances

Hearings may be conducted by teleconference when deemed appropriate by the Court. In approving a hearing by teleconference, consideration will be given to the nature and scope of the matter before the Court, number of parties seeking to appear by phone, associated time and cost of travel, and equity to all parties. To request a telephonic hearing, counsel must email the Courtroom Deputy, Lisa Elizondo, at least 2 business days before the hearing. The email should include the attorney, who they represent, the reason for the request, and a direct (not cell) phone number.

Please be advised of the following:

Parties may not use a cell or speaker phone when participating in the teleconference.

Parties must identify themselves each time they speak during the teleconference.

Parties must be available 30 minutes prior to the hearing.

Witness testimony is not permitted via teleconference.

JUDGE H. CHRISTOPHER MOTT

Telephonic Appearances

Appearances at hearings may be made by telephone when deemed appropriate by the Court. In approving an appearance at a hearing by telephone, consideration will be given to the nature and scope of the matter before the Court, purpose of the appearance, number of parties seeking to appear by phone, associated time and cost of travel, and equity to all parties.

For telephonic appearances at Judge Mott's hearings, parties should no longer email the Courtroom Deputy and do not need to file a motion with a proposed order. Instead, the following procedure should be followed.

Effective November 1, 2013, to request a telephonic appearance, counsel must electronically file a Request for Telephonic Appearance at least 48 hours before the hearing. The Request for Telephonic Appearance event has been created in CM/ECF as a text only entry, there will be no PDF attachment. It will prompt the filer to include the reason for the request, a direct (not cell) phone number, date and time of hearing, and linkage to the matter being heard.

If Judge Mott approves the request for telephonic appearance, a Judge's Notice of Party Permitted to Appear Telephonically will be entered on the docket. If Judge Mott does not approve the request, a Judge's Notice of Party Not Permitted to Appear Telephonically will be entered on the docket. If you are not a registered filer with the Texas Western Bankruptcy Court CM/ECF system, email the Courtroom Deputy, with your request to appear by telephone.

To appear by telephone, a party will dial telephone number 1-712-432-3066. You will be responsible for your own long-distance charges. You will then be asked to key in the conference code number. The conference code number is 816944. Once this code number is entered, you will be connected live to the courtroom. Once you are connected, you will be able to hear persons speaking in the courtroom and other persons on the call addressing the Court. You should not address the Court until the Court addresses you or you request to speak and the Court grants the request. Please note that hearings in other cases may be in progress when you dial in; please be respectful and mute your line until your case is called by the Court. This dial-in and conference code number should be used regardless of the courtroom location of the hearing.

In Complex Chapter 11 cases, the Court may establish separate procedures for telephonic appearances on a case by case basis.

Please be advised of the following policies regarding telephonic appearances:

- Unless specifically authorized otherwise by the Court, the Court does not permit the use of pay phones or cellular phones when participating in any court proceeding telephonically. Speakerphones should not be used when addressing the Court, and speakerphones should be muted when not addressing the Court. Since we do not recommend the use of a speakerphone, you should schedule a separate appearance for your client if necessary so that he/she can attend the hearing. An attorney needs to make a separate request for a client to appear by telephone through the Request for Telephonic Appearance event in CM/ECF as set forth above, so as not to have parties on a speakerphone.
- Telephonic appearances are only for limited participation in the matter being heard. Direct or cross-examination of witnesses and presentation of evidence and exhibits are not permitted when appearing by telephone. Lengthy legal argument will not be permitted by telephone.

- This telephonic appearance policy should not be used in lieu of making a personal appearance by in-town counsel or obtaining local counsel.
- Parties must be available 10 minutes prior to the scheduled time of the hearing. The same rules regarding punctuality and conduct apply and a telephone appearance is treated the same way as any other Court appearance.
- Typically, the Court will take the cases in whatever order it would normally, whether there are telephonic appearances or not. There is no required preferential treatment for people making telephonic appearances.
- Each time a participant speaks, he or she should identify himself or herself for the record.
- Witness testimony is not permitted by telephone.
- If a technological problem arises, the hearing will continue without the participation of telephonic participants. The Court will not delay hearings for signal problems or interference. Accordingly, persons choosing to attend a hearing by telephone do so at their own risk of a technological failure.

JUDGE TONY M. DAVIS

Telephonic Appearances

Hearings may be conducted by teleconference when deemed appropriate by the Court. In approving a hearing by teleconference, consideration will be given to the nature and scope of the matter before the Court, number of parties seeking to appear by phone, associated time and cost of travel, and equity to all parties.

For telephonic appearances in Judge Davis's hearings, parties will no longer file a motion with a proposed order.

Effective immediately, to request a telephonic appearance, counsel will electronically file a Request for Telephonic Appearance at least 48 hours before the hearing.

The Request for Telephonic Appearance event has been created in CM/ECF as a text only entry, there will be no PDF attachment. It will prompt the filer to include the reason for the request, a direct (not cell) phone number, date and time of hearing, and linkage to the matter being heard.

If Judge Davis approves the request, a Judge's Notice of Party Permitted to Appear Telephonically will be entered in the case.

Party will dial in number 1-857-232-0155. You will be responsible for your own long-distance charges. This dial-in number should be used regardless of the location of the hearing.

You will be asked to key in the conference room number. The conference room number is 511285. Once this number is entered, you will be connected live to the courtroom.

Once you are connected, you will be able to hear persons speaking in the courtroom and other persons on the call addressing the Court. You will not be able to address the Court until the Court addresses you or you request to speak and the Court grants the request.

If you wish to address the Court, you must press 5*. Do not press 5* until you need to address the Court. Within 5 seconds, the Court will receive a signal that you wish to speak. When the Court calls on you, you will hear a recorded message that your line has been unmuted. At that time, you may be heard.

When you are done, the Court will again terminate your ability to speak. You may press 5* if an additional issue arises that you wish to address with the Court.

If Judge Davis does not approve the request, a Judge's Notice of Party Not Permitted to Appear Telephonically will be entered.

In Complex Chapter 11 cases, the Court may establish separate procedures for telephonic appearances on a case by case basis.

Please be advised of the following:

- Unless specified otherwise by the court, the court does not permit the use of pay phones, cellular phones or speakerphones of any kind when participating in any court proceeding telephonically. Since we do not recommend the use of a speakerphone, you should schedule a separate appearance for your client so that he/she can participate in the conference.
- Parties must be available 20 minutes prior to the hearing. The same rules regarding punctuality and conduct apply and a telephone appearance is treated the same way as any other Court appearance.
- Typically, the Court will take the cases in whatever order it would normally, whether there are telephonic appearances or not. There is no required preferential treatment for people making telephonic appearances.
- Each time a participant speaks, he or she should identify himself or herself for the record.
- Witness testimony is not permitted via teleconference.
- If a technological problem arises, the hearing will continue without the participation of dial-in participants. The Court will not delay hearings for signal problems or interference. Accordingly, persons choosing to attend a hearing by dial-in do so at their own risk of a technological failure.

SIXTH CIRCUIT

1. EASTERN DISTRICT OF KENTUCKY: Telephonic and Video Conferencing

Covington Courtroom Technologies (<http://www.kyeb.uscourts.gov/covington-courtroom-technologies>)

All courtrooms in the U.S. Courthouse in Covington have a state-of-the-art audiovisual system. It's simple to use and is very helpful in evidence presentation and argument. The evidence system consists chiefly of a Video Evidence System control unit operated by the judge or courtroom deputy; an evidence cart operated by the attorney; and built-in technology features in the attorney tables. All the microphones in the courtroom are automatically leveled and equalized. The courtroom deputy or judge can also control all aspects of the courtroom's lighting, so let them know if you want it adjusted.

Phone Conferences: You can also patch the audio from a telephone call (single or conference) into the courtroom. Just ask the courtroom deputy to choose that option on the control unit and place the call for you. When all parties are on the line he or she will place the handset on the Telehybrid cradle and the telephone audio will flow through the courtroom speakers, while courtroom audio will be piped through to the caller for true two-way communications.

JUDGE WISE

Pikeville hearings (<http://www.kyeb.uscourts.gov/pikeville-hearings>)

Video Conferences: (Covington, Ashland, Pikeville) Many Ashland hearings are via videoconference. For such hearings, the Judge will remain in Lexington but appear in the divisional courtroom by remote audio and video. Counsel may appear in Lexington for the call of any Ashland docket, whether the Judge is in Ashland or handling the docket remotely. All Pikeville hearings are now held by *videoconference* (unless otherwise ordered by the judge). For such hearings, the judge will remain in Lexington but appear in the divisional courtroom by remote audio and video. Counsel may appear in Lexington for the call of any Pikeville docket, whether the Judge is in Pikeville or handling the docket remotely.

2. WESTERN DISTRICT OF KENTUCKY: Telephonic and Video Conferencing

RULE 9074-1. TELEPHONE & VIDEO CONFERENCES

(a) Conference and Hearings. The Court may schedule any matter in a bankruptcy case, contested matter or adversary proceeding to be heard by video conference. Any party in interest affected by or involved in such case, matter or proceeding may request the Court to hear the matter in-person with all parties present. Requests for all-party, in person hearings shall be made by separate motion in substantial conformity with 9013-1, and may be granted at the discretion of the Court. The video conference/hearing constitutes an official Court proceeding.

(b) Technical Requirements. Any video conferencing system utilized under this rule must meet the following minimum requirements:

- (1) All participants must be able to see, hear, and communicate with each other simultaneously during the proceeding.
- (2) All participants must be able to see, hear, and otherwise observe any physical evidence or exhibits presented during the proceeding, either by video, facsimile, or other method.
- (3) Video quality must be adequate to allow the court and the participants to observe each other's demeanor and nonverbal expressions.
- (4) Video conference facilities must provide for confidential communication between the attorneys and their client.
- (5) Video conference facilities must provide telephonic access for bench conferencing

3. EASTERN DISTRICT OF MICHIGAN: Telephonic and Video Conferencing

RULE 9013-2. FIXED HEARING DATES IN LARGE BANKRUPTCY CASES

(b) If the court establishes fixed dates, the following procedures will apply unless the court orders otherwise:

(7) Upon request, the court may allow counsel to participate in any hearing by telephone.

INDIVIDUAL JUDGE PROCEDURE (<http://www.mieb.uscourts.gov/judges-info>)

JUDGE CHIEF JUDGE PHILLIP J. SHEFFERLY

Participation by telephone (Status Conf., motions). Participation in a status conference or a scheduling conference by telephone is permitted at Judge Shefferly's discretion. Counsel must request approval to participate by telephone at least one day in advance of the hearing. Requests to participate by telephone in a status conference or scheduling conference must be made by contacting Kathleen Wiacek, Chambers Support Clerk, at (313) 234-0044.

JUDGE MARCI B. MCIVOR

Participation by telephone (Motions). Participation by telephone is permitted. Counsel must request approval in advance. Contact Ms. O'Hara to request permission and make arrangements.

JUDGE DANIEL S. OPPERMAN

Participation by telephone (Motions). Participation by telephone is permitted only in unusual and appropriate circumstances. Counsel must request approval at least one day in advance. Contact the Courtroom Deputy to request permission and make arrangements.

JUDGE MARK A. RANDON

Participation by telephone (Motions). Participation by telephone is permitted. Counsel must request approval in advance. Contact Ms. Binion to request permission and make arrangements.

JUDGE WALTER SHAPERO

Participation by telephone or video (Motions). Participation by telephone or video is permitted only in unusual and appropriate circumstances. Counsel must request approval at least three (3) days in advance. Contact the Chamber Support Clerk to request permission and make arrangements.

JUDGE THOMAS J. TUCKER

Participation by telephone (Motions). Out-of-town counsel may participate by telephone in any hearing or conference, except evidentiary hearings or trials. And the Court now permits any counsel to participate by telephone in an adversary proceeding initial scheduling conference, under circumstances described in the notice issued for such a conference. Otherwise, participation by telephone is permitted only in unusual circumstances. Counsel must request approval to participate by telephone, and make arrangements for such telephone participation, no later than noon on the business day before the hearing or conference. Contact Ms. Vozniak to request permission and make arrangements.

JUDGE MARIA L. OXHOLM

Participation by telephone. Participation in a status conference or a scheduling conference by telephone is permitted at Judge Oxholm's discretion. Counsel must request approval to participate by telephone at least one day in advance of the hearing. Requests to participate by telephone in a status conference or scheduling conference must be made by contacting Chris Sikula, Courtroom Deputy, at 313-465-1978.

4. WESTERN DISTRICT OF MICHIGAN: Telephonic and Video Conferencing

LBR 9017: TELECONFERENCING AND VIDEOCONFERENCING

The Court may permit a party or witness to appear at any proceeding before the Court by teleconference or video conference. Unless the Court orders otherwise, application to appear by telephone or video conference may be made informally and without a written request if timely notice is given to the other parties. The Court may grant such a request without a written order.

5. NORTHERN DISTRICT OF OHIO: Telephonic and Video Conferencing

RULE 9074-1: TELEPHONE AND VIDEO CONFERENCES

- a. *Pretrial and Status Conferences.* The use of telephone conference calls and, where available, video conferencing for pretrial and status conferences is encouraged. The Court, upon motion by counsel or its own instance, may order pretrial and status conferences to be conducted by telephone conference calls. In addition, upon motion by any party and upon such terms as the Court may direct, the Court may enter an order in appropriate cases providing for the conduct of pretrial and status conferences by video conference equipment.
- b. *Trial and Hearing.* Upon motion of any party and upon such terms as the Court may direct, the Court may enter an order in appropriate cases providing for the taking of testimony by video conferencing equipment at a trial or other hearing.

JUDGE JAMES W. BOYD

1. Telephonic appearances are not allowed on the Court's regular motion days. Do not ask the Courtroom Deputy for permission to appear telephonically.
2. Telephonic appearances are not allowed for first pretrial conferences. Telephonic appearances may be allowed for second pretrial conferences provided that the parties have complied with the First Pretrial Order; if you wish to appear telephonically for a second pretrial conference, you must request permission to do so by contacting Courtroom Deputy Jessie Koerth at (616) 456-2290, at least 24 hours in advance. However, if you have not complied with the First Pretrial Order, do not ask the Courtroom Deputy for permission to appear telephonically.
3. Telephonic appearances are not allowed for evidentiary hearings or trials. Do not ask the Courtroom Deputy for permission to appear telephonically.
4. In general, counsel may not appear in Traverse City by video from Grand Rapids, and counsel may not appear in Grand Rapids by video from Traverse City. In other words, if counsel is representing clients in a Traverse City matter, it is expected that counsel will appear in Traverse City, and if counsel is representing clients in a Grand Rapids matter, it is expected that counsel will appear in Grand Rapids. If you wish to appear by video and have a compelling reason to do so, contact Courtroom Deputy Jessie Koerth at (616) 456-2290, at least 72 hours prior to the scheduled hearing, to seek permission.

JUDGE JOHN T. GREGG

1. **Participation by Telephone.** Participation by telephone is generally not permitted.

6. SOUTHERN DISTRICT OF OHIO: Telephonic and Video Conferencing

RULE 9074–1. TELEPHONE CONFERENCES

- (a) At Pretrial and Status Conferences. Telephone conference calls and, where available, videoconferencing for pretrial and status conferences is encouraged. Upon motion or sua sponte, and upon such terms as the court may direct, the court may order pretrial and status conferences to be held by telephone conference or videoconferencing.
- (b) At Trials and Hearings. Upon motion or sua sponte, and upon such terms as the court may direct, the court may order the taking of testimony by videoconference at a trial or hearing.

INDIVIDUAL JUDGE PROCEDURE

(<https://www.ohsb.uscourts.gov/FormsPublication/LocalRulesAll.aspx>)

CHIEF JUDGE JEFFERY P. HOPKINS

Telephonic Appearances

Telephonic appearances are NOT permitted in evidentiary matters. Requests to appear at a hearing by telephone should be made to the Courtroom Deputy at least two business days prior to the hearing. Cell phone usage will NOT be permitted. Since telephonic appearances are connected to the courtroom's speaker system and the electronic recording equipment, it is necessary that attorneys identify themselves for the record every time he/she speaks.

**NOTICE
RE: TELEPHONIC APPEARANCE PROCEDURES FOR
JUDGE CHARLES M. CALDWELL
EFFECTIVE DECEMBER 1, 2009**

Judge Caldwell will allow parties to participate in certain hearings and conferences by telephone, utilizing the services of CourtCall LLC, an independent conference call company. **Under no circumstances may any person participating in a hearing by telephone record or broadcast the proceedings.**

Telephonic appearances are allowed in all matters before Judge Caldwell, **with the exception of :**

1. Trials and evidentiary hearings – all counsel and all witnesses must appear in person;
2. Pre trial conferences- all counsel and *pro se* parties must appear in person, unless the Court in a particular instance authorizes telephonic participation;
3. Hearings requiring extensive argument or presentation; i.e., more than 10 minutes;
4. Initial chapter 11 status conferences – debtor’s counsel and debtor and all other interested parties and their counsel must appear in person;
5. Chapter 11, Chapter 12, and Chapter 13 confirmation hearings and pre-confirmation conferences – debtor’s counsel, debtor all objecting parties and their counsel, must appear in person;
6. Hearings on reaffirmation agreements – debtor (and counsel, if any) must appear in person; and
7. Any other matters designated by the Court as requiring a personal appearance.

PROCEDURES

No later than 12:00 p.m. two business days prior to the hearing date those wishing to participate in hearings by telephone must notify CourtCall by:

phone (866) 582-6878
facsimile (866) 533-2946.
electronic mail www.courtcall.com

Participants must provide the following information to CourtCall:

- a. Case name and number;
- b. Name of judge;
- c. Hearing date and time;
- d. Name, address, and phone number of Participant;
- e. Name of Party that Participant represents; and
- f. Matter on which the Participant wishes to be heard, or whether Participant intends to monitor the proceeding in "listen-only" mode.

CourtCall will provide the Participant written confirmation of a scheduled telephonic appearance, and give the Participant a number to call to make the telephonic appearance. **It is the Participant's responsibility to dial into the call not later than 10 minutes prior to the scheduled hearing. Also, Participants must immediately notify CourtCall when a matter has been removed from the docket due to withdrawal or settlement .**

Telephonic appearances are connected directly to the courtroom's public address system and electronic recording equipment, so that a record is produced. To ensure the quality of the record, the use of car phones, cellular phones, speaker phones, public telephone booths, or phones in other public places is prohibited, except in the most extreme emergencies. **Participants must make sure that they are able to hear all parties without difficulty. Any questions about telephonic appearances should be directed to CourtCall at (866) 582-6878. Such calls will not be accepted or returned by court personnel.**

At the time of the hearing, Participants will initially be in the listening mode, in which case they will be able to hear cases called before theirs, just as if they were in the courtroom. **Participants shall not place the call on hold at any time.** When the Judge calls the Participant's case, the Participant's call is connected to the courtroom. Each time a Participant speaks, (s)he should identify herself/himself for the record. When the judge announces that the hearing is concluded or adjourned, Participants may disconnect.

The fee for the appearance is fixed by CourtCall and depends on the length of time the Participant is on the call, regardless of whether the Participant is actually heard by the Court or in "listen only" mode. There are no subscription fees or additional fees charged by the Court. No special equipment is required for this service. **At the present time, the initial charge per Participant for a CourtCall appearance is \$30 for the first 45 minutes that the Participant is connected. For each additional 15 minute increment the charge is \$7.00. If a Participant does not timely call and connect with the CourtCall operator, the Participant will be billed for the call and the hearing will proceed in his/her absence.**

JUDGE JOHN E. HOFFMAN, JR.

Telephonic Appearances

Unless otherwise ordered by the Court upon motion and for good cause shown, telephonic appearances are NOT permitted in evidentiary matters. Attorneys may monitor evidentiary hearings or trials telephonically with prior approval of the Court, but will not be permitted to participate.

Parties may participate telephonically in pretrial conferences, status conferences or other non-evidentiary matters at the Court's discretion. Parties wishing to participate telephonically must contact Kristie Vickers, courtroom deputy, at 614-469-7704, at least two (2) business days prior to the hearing or

conference. Individuals participating by telephone shall, for the record, state their name each and every time when addressing the Court.

Use of cell phones is not permitted for either telephonic participation or monitoring.

JUDGE LAWRENCE S. WALTER

TELEPHONE PARTICIPATION

Pretrial conferences, status conferences, and other matters are frequently conducted by telephone at the court's discretion.

Telephone participation in hearings and trials is not permitted absent extraordinary circumstances; attorneys may monitor (listen to) certain Chapter 11 proceedings by telephone with prior approval of the court.

JUDGE C. KATHRYN PRESTON

NOTICE
RE: TELEPHONIC APPEARANCE PROCEDURES FOR
JUDGE C. KATHRYN PRESTON
EFFECTIVE MAY 1, 2009

Judge Preston has arranged for parties to participate in certain Columbus hearings and conferences by telephone, using CourtCall LLC, an independent conference call company.

I. POLICY GOVERNING TELEPHONIC APPEARANCES

Under no circumstances may any person participating in a hearing by telephone record or broadcast the proceedings conducted by the Bankruptcy Court.

Attendance in person is strongly preferred, especially by local counsel; however, telephonic appearances are allowed in all matters before Judge Preston **with the exception of :**

1. Trials and evidentiary hearings – all counsel and all witnesses must appear in person.
2. Hearings requiring extensive argument or presentation (e.g., longer than 10 minutes for the person wishing to attend by telephone).
3. Initial Chapter 11 status conferences – debtor’s counsel (or debtor, if not represented by an attorney) must appear in person; others may appear telephonically.
4. Chapter 11, Chapter 12, and Chapter 13 confirmation hearings and pre-hearings – debtor’s counsel (or debtor, if not represented by an attorney) and all objecting parties must appear in person.
5. Hearings on reaffirmation agreements – debtor (and counsel, if any) must appear in person.
6. Hearing held in locales other than Columbus.
7. Any other matters designated by the Court as requiring a personal appearance.

Telephonic appearance will not be allowed unless it is made through CourtCall pursuant to the procedures set forth in Section II and III.

To ensure quality of the record and to assure all parties may hear the party attending by telephone (the “Participant”), the use of cellular phones, car phones, speaker phones, or

phones in public places is prohibited absent an emergency.

If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the Court may treat the failure to respond as a failure to appear. Scheduling simultaneous appearances in multiple courts does not excuse a failure to appear.

Participants are cautioned that they utilize the CourtCall service at their own risk. Hearings generally will not be rescheduled due to missed or lost connections.

II. SCHEDULING A TELEPHONIC APPEARANCE

Those wishing to participate in hearings or conferences by telephone may notify

CourtCall by: phone **(866) 582-6878**
 facsimile **(866) 533-2946.**

Absent an emergency, telephone appearances must be arranged by notifying CourtCall not later than **12:00 p.m.** two business days prior to the hearing date. Any request for a telephonic appearance made after the deadline must be Court approved by contacting Judge Preston's Courtroom Deputy at (614) 469-6638 (x 5795).

Participants must provide the following information to CourtCall:

- a. Case name and number
- b. Name of judge
- c. Hearing date and time
- d. Name, address, and phone number of Participant
- e. Party which Participant represents
- f. Matter on which the Participant wishes to be heard, or whether Participant intends to monitor the proceeding in "listen-only" mode.

Any questions about telephonic appearances should be directed to CourtCall at (866) 582-6878.

III. PROCEDURE FOR TELEPHONIC APPEARANCE

CourtCall will provide the Participant with written confirmation of a scheduled telephonic appearance, and give the Participant a number to call to make the telephonic appearance. It is the Participant's responsibility to dial into the call not later than 10 minutes prior to the scheduled hearing.

CourtCall does not initiate a call to participating parties.

Telephonic appearances are connected directly with the courtroom's public address

system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of car phones, cellular phones, speakerphones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Participants must assure that they are able to hear all parties without difficulty.

Participants shall not place the call on hold at any time.

At the time of the hearing, Participants may initially be in the listening mode, in which case they will be able to hear cases called before theirs, just as if they were in the courtroom. When the Judge calls the Participant's case, the Participant's call is connected to the courtroom. Each time a Participant speaks, (s)he should identify herself/himself for the record. When the judge announces that the hearing is concluded or adjourned, Participants may disconnect and the next case will be called.

Telephonic appearances are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable Participant, and/or a permanent prohibition against a person appearing telephonically.

IV. FEES

The fee for the appearance is fixed by CourtCall and depends on the length of time the Participant is on the call, regardless of whether the Participant is actually heard by the Court or in "listen only" mode. At the present time, the initial charge per Participant for a CourtCall appearance is \$25 for the first 45 minutes that the Participant is connected. For each additional 15 minute increment the charge is \$6.50. If a Participant does not timely call and connect with the CourtCall operator, the Participant will be billed for the call and the hearing may proceed in his/her absence.

There are no subscription fees or additional fees charged by the Court. No special equipment is required for this service.

JUDGE BETH A. BUCHANAN

Telephonic Appearances

- Parties may participate telephonically in pretrial conferences, status conferences or other non-evidentiary matters at the Court's discretion. Parties wishing to participate telephonically must contact the Court's Courtroom Deputy at least two (2) business days prior to the hearing or conference. Since telephonic appearances are connected to the courtroom's speaker system and the electronic recording equipment, it is necessary for individuals participating by telephone to state their name for the record each and every time such party addresses the Court.
- Telephonic appearances are NOT permitted in evidentiary matters. Attorneys may monitor evidentiary hearings or trials telephonically with prior approval of the Court, but will not be permitted to participate.
- Use of cellular phones, car phones, speaker phones or phones in public places is not permitted for either telephonic participation or monitoring absent compelling circumstances.

JUDGE GUY R. HUMPHREY

No rules provided; however, transcripts and audio recordings of telephonic conferences, hearings, and trials will be made available to the public through PACER.

7. EASTERN DISTRICT OF TENNESSEE:

* No Information Provided

8. MIDDLE DISTRICT OF TENNESSEE: Telephonic and Video Conferencing

Court Website States:

(<http://www.tnmb.uscourts.gov/documents/Training/Courtroom%20Technology%20-%20Attorney%20Quick%20Reference%20Guide.pdf>)

All Courtrooms in Nashville are outfitted with some of the latest courtroom technologies. Columbia and Cookeville Courtrooms are linked via Video Conference so all hearings at those locations and appear in Nashville simultaneously.

JUDGES HARRISON, MASHBURN, AND WALKER

TELEPHONIC APPEARANCE POLICY

Requests to appear before the Court telephonically should generally be made by motion filed no later than one week prior to the scheduled hearing date. Motions made within a week of the hearing should be filed in accordance with Local Bankruptcy Rule 9075-1, Emergency Orders—Expedited Motions and Orders.

Parties making these requests should state the purpose of the appearance, typically limited to monitoring the proceeding. Active participation in a court hearing other than a pretrial conference will rarely be permitted.

Requests will be considered on a case by case basis at the sole discretion of the presiding judge. This policy does not confer a right to appear before the Court telephonically, and there should be no expectation that any request will be granted.

If granted permission to appear telephonically, parties should call the court as instructed below five to ten minutes prior to the scheduled start time of the hearing.

Parties may not record court proceedings. Official recordings can be obtained by completing this form and delivering it to the clerk's office.

CALL INSTRUCTIONS

Call: 1-888-363-4749

For matters in Courtroom One: Access code: 897 9228

For matters in Courtroom Two: Access code: 725 0422

For matters in Courtroom Three: Access code: 451 1038

For matters in Columbia or Cookeville: Access code: 897 9228

9. WESTERN DISTRICT OF TENNESSEE: Telephonic and Video Conferencing

Court Website states: (<http://www.tnwb.uscourts.gov/TNW/JAXTechInfo.aspx>)

Videoconferencing Capability: Our Sony TriniCom 5100Plus system is compatible with ITU video compression algorithm H.263, which improves video quality and motion handling when operating at 128 kbps, a commonly used transmission speed in many video conferencing applications

Video conferencing equipment is available to counsel and/or litigants upon request. Requests should be directed to the CRD at 731-421-9314 and will be approved/denied by Judge Croom on a case by case basis. Requests should be made 7 days in advance to facilitate scheduling. Special consideration will be given for emergency situations.

L.B.R. 7026-1. GENERAL PROVISIONS GOVERNING DISCOVERY

(a) Discovery Procedure. All discovery is governed generally by the applicable Fed. R. Civ. P. as incorporated in Fed. R. Bankr. P., Part VII. Discovery pleadings should not be filed with the Clerk unless it is necessary to make them a part of the docketed pleadings or unless it is necessary to bring them to the attention of a Judge. In the event of any discovery dispute and prior to the filing of a motion, it shall be necessary for all counsel (and any pro se parties) to confer at least telephonically in an effort to resolve the dispute, and the motion concerning a discovery dispute must contain a certification signed by the movant's counsel (or moving pro se party) that such a conference has occurred.

SEVENTH CIRCUIT

1. CENTRAL DISTRICT OF ILLINOIS: Telephonic and Video Conferencing

INDIVIDUAL JUDGE PROCEDURE

(<http://www.ilcb.uscourts.gov/judges-info/judge-gorman>)

JUDGE GORMAN

The Court conducts a significant number of its non-evidentiary hearings via conference call. The Court considers conference call hearings to be of the same importance as hearings scheduled in court, and attorneys should prepare accordingly.

Chambers staff initiates all conference calls, and attorneys are called at the contact phone number listed in the Court's ECF database. Attorneys may request to be called at a different phone number IF such information is provided to the Clerk's Office (217.492.4551) or chambers (217.492.4566) by 4:00 p.m. on the day before the call is scheduled to take place. Parties may also notify the Court that a substitute attorney will be appearing on a call by providing the name and phone number of the substituting attorney to the Clerk's Office or chambers by the deadline listed above. It is NOT acceptable to wait until the conference call is under way to provide an alternate phone number or the name and number of a substituting attorney. In emergency situations, alternate phone numbers and information regarding substituting attorneys may be provided to the Clerk's Office or chambers on the day of the hearing in advance of the call. However, no phone calls should be placed to chambers during the time that conference calls are scheduled. The Court's schedule is available elsewhere on this website.

The Court schedules a number of conference calls on each docket. Because of the large volume of calls, calls may not be made at the precise time shown on the hearing notice, in much the same way that in-court hearings do not always occur at the precise time they are set. As a general rule, attorneys should allow a 20-minute window before and after the scheduled time of the call in which to expect receipt of the call. Attorneys are strongly encouraged to make themselves available during that entire window, although no party will be defaulted if an attorney is not available before the scheduled time of the call. Parties MAY be defaulted if the attorney is unavailable at or after the time the call is scheduled, or if the attorney cannot be reached at the number provided (either via special instructions or on their ECF account). Exceptions to this procedure will not be made due to technical issues relating to a cell phone or cell phone service. It is the responsibility of an attorney appearing by cell phone to have a properly operating cell phone and to be at a location where cell phone service is available. All conference calls are recorded, and attorneys must appear using telephonic equipment of sufficient quality that the Court's recording equipment is able to make a clear audio record of the call.

The Court rarely permits appearance by telephone by an attorney at an in-court hearing. Such requests must be made by motion and electronically filed at least 48 hours in advance of the hearing. The motion must state specific reasons why the attorney is unable to personally appear for the in-court hearing.

Hearings which involve a pro se party will rarely be held via conference call.

JUDGE PERKINS

Telephone Conference/Hearing Protocol

Each party desiring to be heard **MUST CALL** the AT&T Tele-Conference Center at least 5 minutes prior to the commencement of court. Participants will need the following information provided in the clerk's hearing notice in order to participate by telephone:

TOLL FREE CALL IN NUMBER
ACCESS CODE

Conference calls will be amplified throughout the entire courtroom. During the conference call and while court is in session, please maintain proper telephone etiquette. Participant cooperation is appreciated and will serve to expedite the hearing process.

- Be on time for the hearing at least 5 minutes prior to commencement of court.
- The Bankruptcy Court **will not** initiate the telephone conference. Participants **MUST CALL** the AT&T Tele-Conference Center.
- If participant(s) fail to call in, the hearing will go forward as scheduled.
- The toll-free call-in number and access code are provided in the clerk's hearing notice.
- **DO NOT** announce your presence when you call in to the conference **except for** when requested to do so by the AT&T auto-attendant prompt. Multiple hearings may be scheduled at the same time and a hearing may be in process. Wait for your hearing to be called before speaking. Treat the phone conference as if you are sitting in the courtroom waiting for your case to be called.
- **DO NOT** place the call on hold during the call, this can create background music.
- Do not conduct work such as paper shuffling or keyboard typing during the phone conference. Maintain telephone silence while waiting and refrain from making unnecessary noise.
- Mute your telephone as applicable. Press *6 to mute your line. When you are ready to speak press *6 to un-mute your line.
- Do not address the court until called upon.
- Follow conference coordinator instructions as provided.
- Limit the use of mobile phones. If at all possible call in from a land line for your telephone conference. Mobile phone service drops and/or static may affect the conference. The Courtroom Deputy and the Judge have no control over the quality when any participant decides to use their mobile phone.
- If there is interference from your phone line, such as background noise or music, you will be dropped from the conference.

***Note: Local Rules**—In the Central District of Illinois, the Bankruptcy Court does not have its own local rules. The local rules of the District Court apply. The official set of local rules is kept on the Local Rules page of the District Court’s web site.

Local District Court Rule:

RULE 16.3. PRETRIAL PROCEDURES IN PRISONER AND DETAINEE CASES

(F) Scheduling Conference. A scheduling order directing service of the complaint will also set the case for a scheduling conference. At the scheduling conference, the parties will be prepared to argue all pending motions; determine whether all parties have been correctly designated and properly served; discuss the course and progress of discovery and resolve any disputes; determine whether a jury demand has been timely filed; set firm dates for the completion of discovery and the filing of case-dispositive motions. At the conclusion of the scheduling conference, the court will set the matter for further status conference or will set scheduling deadlines. Scheduling conferences will be held by telephone or video unless otherwise ordered by the court.

(G) Status Conference. A status conference may be set at any time by the court. At a status conference the parties will be prepared to argue all pending motions; discuss the progress of discovery and resolve any disputes; review dates for the completion of discovery and the filing of case-dispositive motions. Status conferences will be held by telephone or video unless otherwise ordered by the court.

2. NORTHERN DISTRICT OF ILLINOIS: Telephonic Conferencing

INDIVIDUAL JUDGE PROCEDURE (<http://www.ilnb.uscourts.gov/judges-info>)

JUDGE JANET S. BAER

Out-of-town counsel and attorneys who are not in the immediate Chicagoland area or suburbs are welcome to appear telephonically for status hearings in chapter 7 and chapter 11 cases.

I. POLICY GOVERNING TELEPHONIC APPEARANCES

Telephonic appearances are allowed in both Chapter 7 and Chapter 11 matters before Judge Baer in Courtroom 615 with the exception of Trials and Evidentiary Hearings (all counsel and all witnesses must appear in person) and such other matters as designated by the Court as requiring a personal appearance. No telephonic appearance will be allowed unless it is made through CourtCall, an independent conference call company, pursuant to the procedures set forth in Section II. If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear.

Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

II. SCHEDULING A TELEPHONIC APPEARANCE.

By Telephone: Absent an emergency, telephone appearances may be arranged by calling CourtCall at (866) 582-6878 not later than 12:00 noon the court day prior to the hearing date. Any request for a telephonic appearance made after the noon deadline must be Court approved by contacting Judge Baer's Law Clerk, Naomi Dein, at 312-435-6054, or Judge Baer's Courtroom Deputy, Anthony Watson, at 312-435-5653.

III. PROCEDURE FOR TELEPHONIC APPEARANCE.

CourtCall will provide counsel with written confirmation of a telephonic appearance, and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call not later than 10 minutes prior to the scheduled hearing.

CourtCall does not place a call to counsel.

The initial charge per participant for a CourtCall appearance is \$30.00 for the first 45 minutes you are connected. For each additional 15 minute increment the charge is \$7.50. If you do not timely call and connect with the CourtCall operator, you will be billed for the call and the hearing may proceed in your absence.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of

car phones, cellular phones, speakerphones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo.

At the time of your hearing, you may initially be in the listening mode, in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing telephonically.

Out-of-town counsel and attorneys who are not in the immediate Chicagoland area or suburbs are welcome to appear telephonically for status hearings in chapter 7 and chapter 11 cases.

JUDGE TIMOTHY A. BARNES

Telephonic Appearances

Judge Barnes uses the services of CourtSolutions, LLC, www.court-solutions.com ("CourtSolutions") for telephonic appearances. Except in the instance of a demonstrable emergency as approved by the court, all requests for telephonic participation must be made to CourtSolutions, not to chambers, at least two (2) business days before the hearing in which telephonic participation is sought. Participants will be required to create an account and schedule their appearance through CourtSolutions. All questions regarding use of the CourtSolutions website should be directed to info@Court-Solutions.com and not to chambers. The court will then approve or deny the request through CourtSolutions.

Telephonic participation will not be approved for longer, more involved matters, evidentiary hearings of any kind, or oral arguments. Counsel appearing telephonically must call from a land-line telephone and must use a handset or headset. Speaker phones and cell phones may not be used.

Parties who appear by telephone do so at their own risk. Without prior exception by the court, parties appearing by telephone are monitoring proceedings only. They may not argue or testify. Such parties must keep their phones on "mute" other than to make their appearance and unless and until addressed by the court. Parties who appear by telephone assume the risk of all technical difficulties, including, but not limited to, the inability to hear or be heard and disconnection. The court will generally not seek to reconnect parties who have been disconnected.

JUDGE DONALD R. CASSLING

Telephone Participation

As a result of technical difficulties, telephonic appearances are no longer allowed except in the case of an emergency.

If there is an emergency, please contact Judge Cassling's Courtroom Deputy, Shenitha Burton, at 312-435-7576, or email CRD_Cassling@ilnb.uscourts.gov

JUDGE JACQUELINE P. COX

Telephone Appearance

None allowed unless requested by motion.

JUDGE A. BENJAMIN GOLDGAR

Telephonic participation

Available for hearings in Chicago under limited circumstances. See **Standing Order No. 5** below. Telephonic participation is not available for hearings in Lake County.

UNITED STATES BANKRUPTCY COURT NORTHERN DISTRICT OF ILLINOIS EASTERN DIVISION

STANDING ORDER NO. 5. TELEPHONIC PARTICIPATION IN HEARINGS

This district's long-standing practice is to require personal appearances for motions and hearings. Telephonic participation is not a right but a courtesy afforded by the court. Appearances by telephone will therefore be allowed only on the following terms:

1. Participation by telephone is available only to parties represented by counsel and only when counsel's office is (a) outside the Northern District of Illinois and (b) more than 100 miles from the courthouse in Chicago. This restriction may be waived for good cause.
2. All requests for telephonic participation must be made to chambers and approved at least two (2) business days before the hearing in which telephonic participation is sought. Requests may be made by telephone; no written request is necessary.
3. The purpose of permitting telephonic participation is to prevent counsel from having to spend time and money traveling to court for short, relatively routine matters. Telephonic participation therefore will not be approved for longer, more involved matters, evidentiary hearings of any kind, or oral arguments.
4. Counsel appearing telephonically must call from a land-line telephone and must use a handset or headset. Speaker phones and cell phones may not be used.

5. Because the court's technology is primitive, telephonic participation is not available to multiple parties in a case unless those parties arrange to conference each other in before calling chambers to participate. In the absence of such arrangements, telephonic participation will be permitted to a single party in each case on a first-come, first-served basis.

JUDGE THOMAS M. LYNCH

Telephonic Appearances

I. POLICY GOVERNING TELEPHONIC APPEARANCES

All requests for telephonic participation must be approved by the court at least two (2) business days before the hearing.

Telephonic appearances are allowed in matters before Judge Lynch in Courtroom 3100 in Rockford, IL with the exception of Pre-Trial Conferences, matters set for Oral Argument, Trials, Evidentiary Hearings (all counsel and all witnesses must appear in person), and such other matters as designated by the Court as requiring a personal appearance. Only attorneys of record may appear telephonically.

Permission will be denied on all scheduled telephonic appearances for matters that do not comply with these guidelines. The fact that an attorney schedules a telephonic appearance with CourtCall does not mean that a telephonic appearance is permitted by the Court. Attorneys and parties who schedule telephonic appearances are solely responsible for compliance with the Court's rules and procedures for telephonic appearances.

No telephonic appearance will be allowed unless it is made through CourtCall, an independent conference call company, pursuant to the procedures set forth in Sections II and III. CourtCall has been licensed by the Administrative Office of the U.S. Courts to provide telephonic appearance services to attorneys for a fee.

If an individual schedules a telephonic appearance and then fails to respond when the matter is called, the court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear.

Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

II. SCHEDULING A TELEPHONIC APPEARANCE.

By Telephone: Telephone appearances must be arranged by calling CourtCall at (866) 582-6878 or on-line at www.courtcall.com no later than 8:00 a.m. (CST) on the business day prior to the hearing date.

CourtCall does not set or calendar hearings for the Court, but rather only facilitates the telephonic appearance of an attorney at hearings which have already been scheduled.

III. PROCEDURE FOR TELEPHONIC APPEARANCE.

CourtCall will provide counsel with written confirmation of a telephonic appearance, and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call no later than 10 minutes prior to the scheduled hearing. CourtCall does not place a call to counsel.

The initial charge per participant for a CourtCall appearance is \$30 for the first 45 minutes you are connected. For each additional 15 minute increment the charge is \$7. If you do not timely call and connect with the CourtCall operator, you will be billed for the call and the hearing may proceed in your absence.

Telephonic appearances are connected directly with the courtroom's public address system so that a normal record is produced. To ensure the quality of the record, the use of car phones, cellular phones, speakerphones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo.

At the time of your hearing, you may initially be in the listening mode, in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the case will be called and the Judge will request appearances and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record.

The court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called. Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement.

JUDGE LASHONDA A. HUNT

Telephonic Participation Procedure

Local counsel must appear in person in all matters before the court.

Judge Hunt uses the services of CourtCall for telephonic appearances. Except in the instance of a demonstrable emergency as approved by the court, all requests for telephonic participation must be made to chambers at least two (2) business days prior to the hearing in which telephonic participation is sought. **Participants will then be required to contact CourtCall (866-582-6878) to arrange for telephonic participation.**

Telephonic appearances are allowed in all matters before the Court except the following:

1. Trials and evidentiary hearings—All counsel and all witnesses must appear in person
2. Chapter 11 status conferences—Debtor and Debtor's counsel must appear in person, other parties in interest may appear telephonically
3. Chapter 11 confirmation hearings—Debtor, Debtor's counsel, and all objecting parties must appear in person
4. Hearings on reaffirmation agreements—Debtor must appear in person
5. Any matter designated by the court as one requiring a personal appearance

No telephonic appearance will be allowed unless it is made through CourtCall.

Parties filing a motion, application or other pleading, including, without limitation, an objection or response thereto, may participate by telephonic appearance. Any party not submitting a pleading, but interested in monitoring the court's proceeding, may participate by telephonic appearance in "listen-only" mode.

To ensure the quality of the record, the use of cell phones, speaker phones, public booths or phones in other public places is prohibited. Counsel appearing telephonically must call from a land-line telephone and must use a handset or headset. **All background noise is strictly prohibited.**

Parties who appear by telephone do so at their own risk. Without prior exception by the court, parties appearing by telephone are monitoring proceedings only. They may not argue or testify. Such parties must keep their phones on "mute" other than to make their appearance and unless and until addressed by the court. Each time you speak, you must identify yourself for the record. Do not place the call on hold at any time. When the Judge informs the participants that the hearing is completed, you may disconnect. Parties who appear by telephone assume the risk of all technical difficulties, including, but not limited to, the inability to hear or be heard and disconnection. The court will generally not seek to reconnect parties who have been disconnected.

JUDGE DEBORAH L. THORNE

Telephonic Appearance Procedure

Local counsel must appear in person in all matters before the court.

Judge Thorne uses the services of CourtCall for telephonic appearances. Except in the instance of a demonstrable emergency as approved by the court, all requests for telephonic participation must be made to chambers at least two (2) business days prior to the hearing in which telephonic participation is sought. **Participants will then be required to contact CourtCall (866-582-6878) to arrange for telephonic participation.**

Telephonic appearances are allowed in all matters before the Court except the following:

1. Trials and evidentiary hearings—All counsel and all witnesses must appear in person
2. Chapter 11 status conferences—Debtor and Debtor's counsel must appear in person, other parties in interest may appear telephonically
3. Chapter 11 confirmation hearings—Debtor, Debtor's counsel, and all objecting parties must appear in person
4. Hearings on reaffirmation agreements—Debtor must appear in person
5. Any matter designated by the court as one requiring a personal appearance

No telephonic appearance will be allowed unless it is made through CourtCall.

Parties filing a motion, application or other pleading, including, without limitation, an objection or response thereto, may participate by telephonic appearance. Any party not submitting a pleading, but interested in monitoring the court's proceeding, may participate by telephonic appearance in "listen-only" mode.

To ensure the quality of the record, the use of cell phones, speaker phones, public booths or phones in other public places is prohibited. Counsel appearing telephonically must call from a land-line telephone and must use a handset or headset. **All background noise is strictly prohibited.**

Parties who appear by telephone do so at their own risk. Without prior exception by the court, parties appearing by telephone are monitoring proceedings only. They may not argue or testify. Such parties must keep their phones on “mute” other than to make their appearance and unless and until addressed by the court. Each time you speak, you must identify yourself for the record. Do not place the call on hold at any time. When the Judge informs the participants that the hearing is completed, you may disconnect. Parties who appear by telephone assume the risk of all technical difficulties, including, but not limited to, the inability to hear or be heard and disconnection. The court will generally not seek to reconnect parties who have been disconnected.

3. SOUTHERN DISTRICT OF ILLINOIS: Telephonic Conferencing

L.R. 2004

B. Conference Required. Prior to filing a motion for examination and/or for production of documents under Rule 2004 of the Federal Rules of Bankruptcy Procedure the moving party shall attempt to confer (in person or telephonically) with the proposed examinee or the examinee's counsel (if represented by counsel) to arrange for a mutually agreeable date, time, place and scope of an examination and/or production. If an agreement is reached, no motion shall be required.

L.R. 2003—BANKRUPTCY CODE § 341 MEETINGS.

D. Waiver of Attendance. A request by a debtor to be excused from attendance at the 341 meeting of creditors must be made in writing to the Office of the United States Trustee and copied to the case Trustee. The United States Trustee's acceptable grounds for waiver include: medical condition, imprisonment and military assignments that prevent attendance. Any application for waiver of attendance must include supporting documentation, e.g., doctor's letter, court order or military order. Waiver of personal appearance and permission to attend a 341 meeting by telephone must also be approved by the United States Trustee. To appear by telephone, the debtor must be sworn in and identified by a notary, court reporter or other person permitted by law to administer an oath.

4. NORTHERN DISTRICT OF INDIANA: Telephonic Conferencing

INDIVIDUAL JUDGE PROCEDURE (<http://www.innb.uscourts.gov/index.asp>)

CHIEF JUDGE GRANT

Telephonic Participation

Telephonic participation is not available for matters scheduled to be heard in Lafayette, Indiana. It is only available in Fort Wayne.

Although the most common and useful method of participating in a scheduled matter is to physically appear, the court recognizes that this may not always be convenient and some attorneys are not interested in associating with local counsel who could appear on their behalf. In some instances, it may be possible to participate in a scheduled hearing or pre-trial conference by phone, although the court regards this as a convenience and a courtesy extended to the bar; not the normal order of business.

Whether or not such participation will be permitted depends upon things such as the nature of the proceeding and the issues involved, how it has been scheduled, and the number of participants. Proceedings which are suitable for telephonic participation generally require the matter to be scheduled by itself, not simply as one of a larger number of hearings scheduled for a particular time. They should not require the presentation of testimony or evidence and should involve only a limited number of participants who can be identified prior to the hearing.

Counsel wishing to appear by phone should contact Judge Grant's chambers' staff in order to determine whether a telephonic appearance will be permitted. (Counsel should remember to do this sufficiently in advance of the scheduled proceeding so that if the answer is "no" they can arrange to attend in person.) If a telephonic appearance will be permitted, the caller is expected to contact all other participants in the scheduled proceeding in order to advise them of that fact and to give them the opportunity to participate in the call, should they, too, wish to appear by phone. All participants choosing to appear by phone must then jointly initiate a call to chambers at 260-426-2455 at the appropriate date and time.

Individuals not actively participating in a particular hearing will sometimes ask if they can call in "just to listen" to what goes on. Unfortunately, these requests cannot be accommodated at the present time. The court does not offer a Podcast or similar live stream of its proceedings, and it is not feasible to identify, and then conveniently arrange for the participation of, all of the different individuals—attorneys, clients, interested non-litigants, creditors, or members of the public—who might want to listen to a particular hearing on the telephone, if the opportunity to do so were available. Anyone interested in learning what transpired at any hearing may obtain a transcript or an audio recording of the proceedings. Instructions for doing so may be found at:

[http://www.innb.uscourts.gov/pdfs/Procedures%20for%20Requesting%20Official%20Transcript s.pdf](http://www.innb.uscourts.gov/pdfs/Procedures%20for%20Requesting%20Official%20Transcript%20s.pdf)

JUDGE J. PHILIP KLINGEBERGER

Telephonic Appearances

NOTICE OF CHANGE OF PROCEDURE CONCERNING TELEPHONIC INITIAL PREHEARING CONFERENCES: THIS NOTIFICATION AFFECTS ONLY THOSE CASES ASSIGNED TO JUDGE J. PHILIP KLINGEBERGER IN THE HAMMOND DIVISION OF THE UNITED STATES BANKRUPTCY COURT FOR THE NORTHERN DISTRICT OF INDIANA; IT DOES NOT AFFECT CASES ASSIGNED TO THE HONORABLE KENT LINDQUIST.

Several years ago, I advised attorneys having their principal offices in other than Lake County and Porter County, Indiana, that it might become necessary to cease conducting certain initial prehearing conferences in cases in which they were involved by telephonic conferences. With the advent of BAPCPA, there has been a significant increase in the number of hearings required to be conducted by the Court in routine cases: that fact, coupled with the Congressionally mandated expediting of certain hearings on the Court's calendar, has resulted in a significantly impaired window for my processing of cases and matters which require intensive review and/or written decisions. As a result, the relative luxury of certain telephonic conferences cannot be accommodated if I am to seek to handle my caseload efficiently and effectively. I sincerely regret this fact, as the practice of telephonic conferences has been a significant factor in limiting the time and expense arising for attorneys on both sides of these cases in handling initial conferences in routine matters. I have also tremendously enjoyed the professional telephone "relationships" that I have developed with the attorneys now affected by this change of procedure.

The matters primarily affected by this procedural change are: (1) a creditor's objection to confirmation of a Chapter 13 plan; (2) motions for stay relief/abandonment in Chapter 13 cases; (3) a debtor's objection to a creditor's proof of claim to which the creditor has responded; and (4) debtors' motions to determine the value of a secured claim or to determine the status or amount of payments to be made to a creditor.

Adversary proceedings are not affected by this change of procedure, and initial conferences in adversary proceedings will remain as telephonic conferences as per prior practice. Whether a hearing subsequent to the initial prehearing conference will be conducted telephonically will be determined on a case-by-case, hearing-by-hearing basis. However, as is true with matters in which "local" attorneys are involved, I anticipate that most subsequent hearings other than those scheduled as final evidentiary hearings will be handled on a motion call, rather than telephonically. Beginning with contested matters initiated on and after January 1, 2007, all initial hearings in routine contested matters—definitely including the four categories delineated above, but not necessarily limited to those categories—will be conducted in open court, on a motion call. Initially, all such hearings will be scheduled on a Monday motion call. With respect to matters which involve other than "slotted" attorneys, the initial hearing will be scheduled at 1:00 p.m. on a Monday motion call. The "slotted" debtor's attorneys are: Ricardo Casas, David Dabertin, Andrew Kopko, Hamilton Carmouche, Seth Buitendorp and Kevin Schmidt. These counsel have traditionally been slotted with a specific time frame on the Monday motion call due to their consistent case volume, and this practice will continue, subject to the following modifications for motion calls affected by this new procedure. The slot for Attorney Terri Long will commence at 2:00 p.m., as necessary. The call for Attorney Casas will commence at 2:15 p.m.; the call for Attorneys Dabertin, Kopko, Buitendorp and Carmouche will commence at 2:45 p.m.; the call for Attorney Schmidt will commence at 3:15 p.m. Hearings pursuant to 11 U.S.C. § 362(c)(3) or 11 U.S.C. § 362(c)(4) will be scheduled at 3:30 p.m. BAPCPA confirmation hearings will commence at 3:45 p.m., and may be delayed depending on the number of the 11 U.S.C. § 362(c)(3) or 11 U.S.C. § 362(c)(4) hearings scheduled. It is my hope that all contested matters affected by this procedure can be accommodated on at most two

Mondays per month, and I will initially set these matters on the first Monday on which the Chapter 13 motion call is set during a month, with overflow being set on the third Monday on which the Chapter 13 motion call is set during a month. The schedule for hearings on the Mondays not affected by this procedure will be slotted as is presently done.

The sole exceptions to the new procedure are with respect to attorneys for the State of Indiana and for federal agencies and the United States Department of Justice (other than the United States Attorney's Office). These conferences will be held telephonically as per prior practice, because these entities are captive to budgets which restrict the number of attorneys available to handle their caseloads.

A note on the scheduling of initial and final hearings under 11 U.S.C. § 362(e) is in order. Traditionally, most creditors practicing in this venue have waived strict adherence to the 30-day deadline for initial hearings, and the 60-day deadline for final hearings, under 11 U.S.C. § 362(e). I sincerely appreciate your doing so, and I hope that this waiver practice continues. If your clients are not willing to continue this waiver practice in light of these new procedures, I would appreciate it if you would send a letter personally to me at my chambers address to advise me of that fact. Absent such a letter, we will continue with our customary practice of seeking to "hit" the § 362(e) deadlines but not worrying if we don't. If waiver isn't in the cards anymore, I will accommodate strict adherence to the § 362(e) deadlines by scheduling the hearings at whatever random slots are available on my calendar, and by scheduling a final evidentiary hearing as the initial hearing on all § 362(d) motions. Because of the procedures implemented by Orders of the United States Bankruptcy Court for the Northern District of Indiana which now preclude "direct" payments to secured creditors in BAPCPA cases, and my well-publicized position on pre-confirmation stay relief motions by secured creditors who have not obtained an order for pre-confirmation disbursement by the Chapter 13 Trustee, any pre-confirmation § 362(d) stay relief motions in Chapter 13 cases filed by secured creditors, other than those which assert that (a) the debtor has failed to insure the collateral as required by the contractual agreement between the debtor and the creditor, or (b) the debtor's plan abandons or surrenders the collateral; or (c) the creditor has obtained a pre-confirmation disbursement order and the debtor has failed to provide the Trustee with the payments necessary to fulfill that order—will be summarily denied.

Again, I regret this change in procedure, and further refinements may become necessary in light of developing experience. Perhaps someday, if and when BAPCPA is amended to conform to the realities of our bankruptcy practice world, the procedures can return to their former state. Until then, the requirements of even relatively efficient processing of my caseload dictate the foregoing modifications.

Dated: November 21, 2006

5. SOUTHERN DISTRICT OF INDIANA: Telephonic Conferencing

B-4001-1. MOTIONS FOR RELIEF FROM STAY AND MOTIONS TO EXTEND OR IMPOSE THE STAY

(b) Extend or Impose the Stay (1) Motion Filed Ten (10) Days or Less After Filing Date (A) The Motion will be set for hearing, and notice of that hearing and the deadline for objections will be issued by the Court. (B) If, by the deadline, the Debtor has filed an affidavit with sufficient facts to support the motion and no objection has been filed, then the Court may, in its discretion, rule on the motion without hearing, conduct a telephonic hearing, or make such other arrangements as will be most efficient for the Court and the Debtor, including but not limited to excusing the Debtor from appearing in person.

B-7016-1. PRE-TRIAL PROCEDURES IN ADVERSARY PROCEEDINGS

(a) Use of Pre-Trial or Pre-Hearing Conferences The Court may conduct a pre-trial or a pre-hearing conference in any adversary proceeding, at the Court=s discretion, upon notice to parties in interest.

(b) Applicability of S.D. Ind. L.R. 16-1 The Court may determine on its own motion or on the request of any party in interest which provisions of S.D. Ind. L.R. 16-1 shall apply to an adversary proceeding governed by Fed. R. Bankr. P. 7001, et seq.

(c) Telephonic Pre-Hearing or Pre-Trial Conference No later than twenty-four (24) hours before the time scheduled for a pre-hearing or pre-trial conference, any party to the conference may request that the conference be conducted by telephone or that the party be allowed to participate by telephone. Such request may be made in writing, directed to chambers, or by telephone. At the time of the request, the requesting party shall advise the Court whether any other party to the conference has objected to the request. The request may be granted or denied at the sole discretion of the Court.

B-7037-1. DISCOVERY DISPUTES

(a) Required Actions Prior to Court Involvement Prior to involving the court in any discovery dispute, including disputes involving depositions, counsel must confer in a good faith attempt to resolve the dispute. If any such dispute cannot be resolved in this manner, counsel are encouraged to contact the chambers of the assigned Judge to determine whether the Judge is available to resolve the discovery dispute by way of a telephone conference or other proceeding prior to counsel filing a formal discovery motion. When the dispute involves an objection raised during a deposition that threatens to prevent completion of the deposition, any party may recess the deposition to contact the Judge's chambers.

JUDGE ROBYN L. MOBERLY

GUIDELINES FOR TELEPHONIC PARTICIPATION

Attorneys or parties wishing to participate in hearings by telephone should be mindful of the following guidelines:

1. Examination or cross examination of witnesses by an attorney participating by telephone is not permitted.
2. Telephone participants should not operate a motor vehicle during their participation.
3. Telephone participants should use a land line (e.g., avoid using a cell phone) if at all possible. The Court wants to minimize inadvertent disconnects requiring call backs and causing disruptions.
4. Telephone participants should only talk when invited to do so by the Court in order to avoid talking over other participants. Participants should identify themselves before speaking if there are others also participating by phone.
5. Telephone participants should try to avoid significant background noise.
6. If a telephonic participant puts a call on hold, he or she should ensure background music features have been disabled; the Court and other participants should not be forced to endure your elevator music.
7. Be aware that any pre-hearing conversation between telephone participants may be broadcast by speaker into the courtroom and result in unintentional embarrassment.
8. Side conversations by telephone participants with others on or off the call should be avoided as the background conversation is amplified, broadcast throughout the courtroom, and recorded on the record.

JUDGE JAMES M. CARR

Attorneys or parties wishing to participate in hearings by telephone should be mindful of the following guidelines:

1. Examination or cross examination of witnesses by an attorney participating by telephone is not permitted.
2. Telephone participants should not operate a motor vehicle during their participation.
3. Telephone participants should use a land line (e.g., avoid using a cell phone) if at all possible. The Court wants to minimize inadvertent disconnects requiring call backs and causing disruptions.
4. Telephone participants should only talk when invited to do so by the Court in order to avoid talking over other participants.
5. Telephone participants should try to avoid significant background noise.
6. If a telephonic participant puts a call on hold, he or she should ensure background music features have been disabled; the Court and other participants should not be forced to endure your elevator music.
7. Be aware that any pre-hearing conversation between telephone participants may be broadcast by speaker into the courtroom and result in unintentional embarrassment.

6. EASTERN DISTRICT OF WISCONSIN: Telephonic Conferencing

LR 9014.4. TELECONFERENCE HEARINGS; TELEPHONIC APPEARANCES.

(a) Hearings by Teleconference.

- (1) Hearings conducted by teleconference may be requested by any party or may be initiated by the Court.
- (2) If the Court grants a request for a hearing by teleconference, the party who made the request shall contact the other parties to the matter and provide appropriate notice that the hearing will be by teleconference.
- (3) When a matter is scheduled for a hearing by telephone conference, ordinarily all parties are expected to appear by telephone. In the event a party intends to appear in person at a teleconference hearing, then that party shall provide reasonable advance notice of such intention to the other parties to the matter so that they have the opportunity to appear in person as well. In the event advance notice is not provided, at the start of the teleconference hearing the Court will consider whether the matter should be adjourned.
- (4) Unless the Court orders otherwise, teleconference hearings will be preliminary hearings without the presentation of evidence. However, if sufficient grounds to grant or deny the Motion are not alleged at the preliminary hearing, the Court may rule on the matter at that time.

INDIVIDUAL JUDGE PROCEDURES

(<http://www.wieb.uscourts.gov/index.php/orders-rules/forms>)

JUDGE KELLEY

Procedures for Appearing by Telephone (effective for hearings scheduled for August 26, 2013 and later)

If you receive a hearing notice that allows participation by telephone, you **MUST** call the Court conference line at 1-888-675-2535, access code 9918878 a few minutes before the scheduled hearing time. Please note that the Court may already be in session, so please wait quietly on the telephone for your case to be called.

If the hearing notice does not state that telephone appearances are permitted, you must contact the court in advance to obtain prior approval to appear by telephone. Please note that such appearances are not ordinarily granted, and providing testimony or evidence by telephone is generally not allowed, but with sufficient advance notice, we may be able to arrange a videoconference appearance for an out-of-state witness or attorney

JUDGE HALFENGER

Telephone Conferences and Requests to Appear By Telephone

- The court allows telephonic appearance at many non-evidentiary hearings. The hearing notice will indicate whether the parties may appear by telephone.
 - To appear by telephone (when authorized in the hearing notice), parties must call into the hearing using the telephone number and access code stated in the hearing notice. This is an open line, and the court may be holding hearings on other matters. Please wait quietly for the clerk to call the case. All parties should mute their telephones until their case is called.
- All witness testimony must occur in open court, unless the court grants permission pursuant to Fed. R. Bankr. P. 9017, and all parties desiring to examine witnesses or present evidence must appear in the courtroom.
- Parties or counsel desiring to monitor evidentiary hearings but not present evidence or conduct examination may appear by phone. Any interested party who desires to monitor an evidentiary hearing or trial can call chambers by 4:00 p.m. the day before the evidentiary hearing and notify chambers staff that they will be appearing by telephone. No written request is required; a telephone call is sufficient.

JUDGE BETH E. HANAN

Requests to appear by telephone (including trustee appearances by telephone):

A. If a party wishes to appear by telephone, the party must file a written request on the docket explaining the circumstances for the request. The written request must be filed in sufficient time before the hearing to allow the court to review the request and rule on it. The court will memorialize its ruling with an order or a docket notation.

B. Parties appearing by phone will not be able to introduce evidence or question witnesses.

C. For chapter 13 trustees: When a chapter 13 trustee does not intend to present or examine evidence at an evidentiary hearing, the trustee does not need to file a written request on the docket and may appear telephonically at the hearing by informing chambers staff in advance of the hearing.

D. For chapter 7 trustees: A chapter 7 trustee may appear at hearings by telephone, unless the hearing notice specifically states that the trustee must appear in person. The trustee does not need to file a written request on the docket and may appear telephonically at the hearing by informing chambers staff in advance of the hearing

JUDGE BRETT H. LUDWIG

Telephonic appearances

- Telephonic hearings are conducted via a group telephone line. To appear by telephone, parties must call the court conference line at 1-888-808-6929, and enter access code 5457889## at least five minutes before the scheduled hearing time. This is an open line used for hearings on multiple matters. Parties should wait quietly, with telephones muted, until the party's case is called.
- If a party wishes to appear by telephone, and the hearing notice does not specifically permit telephone appearances, the party should file a written request explaining the need for the telephonic appearance. The request must be filed sufficiently in advance of the hearing to allow

the court to review and rule on it. The court will memorialize its ruling with an order or a docket notation.

- Generally, parties appearing by telephone will not be able to introduce evidence or question witnesses. If the court permits a telephone appearance, you must call the court conference line at least five minutes before the scheduled hearing time.
- Parties (including chapter 7 and 13 trustees) who wish to appear in an evidentiary hearing but not present evidence or conduct examination may appear by phone. A party desiring to appear in an evidentiary hearing or trial should call chambers by 4:00 p.m. the day before the evidentiary hearing and notify chambers staff that they will be appearing by telephone. No written request is required; a telephone call is sufficient.

7. WESTERN DISTRICT OF WISCONSIN: Telephonic Conferencing

Court Memo Response to Telephonic Conference Inquiry (Informal Procedure)
(<http://www.wiwb.uscourts.gov/pdf/TelephoneAppearanceCorrespondence.pdf>)

CHIEF JUDGE CATHERINE J. FURAY

To appear by telephone (when authorized in the hearing notice), parties must call into the hearing using the telephone number and access code stated in the hearing notice. This is an open line, and the court may be holding hearings on other matters. Please wait quietly for the clerk to call the case. All parties should mute their telephones until their case is called.

Court Conference Line: (877) 336-1828

Access Code: 8588228##

JUDGE BRETT H. LUDWIG

To appear by telephone (when authorized in the hearing notice), parties must call into the hearing using the telephone number and access code stated in the hearing notice. This is an open line, and the court may be holding hearings on other matters. Please wait quietly for the clerk to call the case. All parties should mute their telephones until their case is called.

Court Conference Line: (888) 808-6929

Access Code: 4896101##

JUDGE WILLIAM V. ALTENBERGER

To appear by telephone (when authorized in the hearing notice), parties must call into the hearing using the telephone number and access code stated in the hearing notice. This is an open line, and the court may be holding hearings on other matters. Please wait quietly for the clerk to call the case. All parties should mute their telephones until their case is called.

Court Conference Line: (888) 684-8852

Access Code: 123321##

United States Bankruptcy Court
Western District of Wisconsin
P.O. Box 548
Madison, Wisconsin 53701

Chambers of
Robert D. Martin
Chief Bankruptcy Judge

(508) 264-5188

November 8, 2005

Mr. Kenneth J. Doran
Doran Law Offices
2101 Fox Avenue
Madison, WI 53711-1920

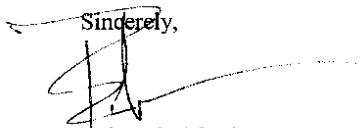
Re: Hearing Appearance Practice

Dear Ken:

Partially in response to your inquiry, without taking any formal action, the practice of local attorneys appearing by telephone has been condoned more frequently in the last several months. In recognition that local attorneys should not be put at a disadvantage, when there are emergencies or serious inconveniences their requests to appear by phone have been honored. I think it is safe for you to assume that greater latitude will be shown if you feel it appropriate to request to appear by telephone, especially if opposing counsel is appearing by telephone.

Thank you again for bringing this matter to our attention. If you find the current practice does not sufficiently accommodate your needs, we can address the matter further.

Sincerely,


Robert D. Martin
United States Bankruptcy Judge

RDM:pjb

Kenneth J. Doran

Doran Law Offices

2101 Fox Avenue, Madison, WI 53711-1920 TEL (608) 255-2409 FAX (608) 255-2409

November 2, 2005

Honorable Robert D. Martin
United States Bankruptcy Court
Federal Building
P.O. Box 548
Madison, WI 53701

Re: Hearing appearance practice

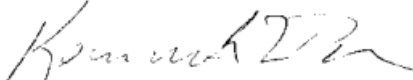
Dear Judge Martin:

We had some correspondence concerning this matter in June of this year. You indicated at that time that a review of policies in this area was under consideration.

I would be very interested in knowing if any change in policy has occurred or is anticipated.

Thank you for your attention to this matter.

Very truly yours,
DORAN LAW OFFICES



Kenneth J. Doran
Attorney at Law

KJD/ns

United States Bankruptcy Court
Western District of Wisconsin
P.O. Box 548
Madison, Wisconsin 53701

Chambers of
Robert D. Martin
Chief Bankruptcy Judge

(608) 261-5100

June 27, 2005

Kenneth J. Doran
Doran Law Offices
2101 Fox Avenue
Madison, WI 53711-1920

Re: Hearing Appearance Practices

Dear Ken:

Thank you for your letter of June 7th. While I share your distaste for the security screening that is conducted at the courthouse, I don't believe there is any chance that that will be changed. At the very least, I am sure I have no power to change it.

For the reasons you cite and others, it is my intention to reexamine the current practice of encouraging/requiring local counsel to appear by telephone. For some time we have relaxed the absolute requirement where an attorney has indicated some form of emergency or other basis for an exception.

I will explore this with staff and advise the Bar of any changes within a few months. If you have not heard anything further by September, remind me of my promise for further response to your letter.

Thanks again for bringing this to my attention.

Sincerely,



Robert D. Martin
United States Bankruptcy Judge

RDM:pjb

Kenneth J. Doran

Doran Law Offices

2101 Fox Avenue, Madison, WI 53711-1920 TEL (608) 255-2409 FAX (608) 255-2409

June 7, 2005

Honorable Robert D. Martin
United States Bankruptcy Court
Federal Building
P.O. Box 548
Madison, WI 53701

Re: Hearing appearance practice

Dear Judge Martin:

I write to request reconsideration of the court's current practice of not permitting local counsel to appear by telephone at certain non-evidentiary proceedings, although telephone appearances by non-local counsel are permitted.

I understand that some modification to the practice has occurred recently, but that it is in general still intact. Even if no changes are made, I request that current policy be stated with particularity for the benefit of the bar.

My understanding is that a substantial factor in the court's favoring personal appearances is to facilitate opportunities for discussion and negotiation. This benefit is reduced, however, when any attorney appears only by telephone, and is absent when only one attorney appears in person.

I have had reservations about the current policy's merits, on the same efficiency grounds that have led many courts in recent years to adopt a more flexible policy. I am moved to address the issue now, however, by the tightening of security at the Kastenmeier Building. The procedures for entry are becoming ever more similar to those for boarding an airliner. I am not aware of all of the factors that have gone into producing these intrusive security procedures, and do not intend here to take any portion on their merits. However, it is one thing to subject

June 7, 2005

Page 2

Honorable Robert D. Martin

oneself to such procedures when a personal appearance at the court is clearly necessary. It is another matter when the case for personal appearance is less obvious.

I therefore request that the court consider modifying this policy. I would suggest the following alternatives, in order of preference:

1. Local counsel may appear by telephone on the same terms as now exist for non-local counsel.

2. Local counsel may appear by telephone when a non-local attorney does so, or when special circumstances exist. The latter category should include conflicts between hearings at the court and creditor meetings at the United States Trustee's office.

3. Local counsel may appear by telephone when it appears that only one local attorney will be participating, or when special circumstances exist. Since many proceedings now include the Chapter 13 trustee and one other local counsel, I suggest that it would be appropriate to consult him as to the whether telephone appearances should be permitted in that circumstance.

Thank you for your attention to this matter.

Very truly yours,
DORAN LAW OFFICES



Kenneth J. Doran
Attorney at Law

KJD/ns

EIGHTH CIRCUIT

1. EASTERN AND WESTERN DISTRICTS OF ARKANSAS

No Information Provided (See below for examples of specific case instances where telephonic appearance was employed by the court.)

IN THE UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF ARKANSAS
BATESVILLE DIVISION IN RE: WILMA JEAN CLARK 1:03-bk-25033 CHAPTER 13 AMENDED
ORDER GRANTING MOTION TO SET ASIDE EX PARTE ORDER AND REINSTATE STAY

On May 14, 2009, the Court heard an Emergency Motion To Vacate the Ex Parte Order Lifting The Stay, to Reinstate the Stay, and for an Expedited Hearing (the “Motion to Set Aside”) filed by Debtor, Wilma Jean Clark, and an Emergency Response filed by Creditor, Shelly Ford Evins (“Creditor”). At trial, the Debtor was present and represented by James Van Dover and Barbara Griffen. Lance Owens appeared on behalf of the Creditor, who was also present. Mary Jane Pruniski appeared on behalf of the standing Chapter 13 Trustee, Mark McCarty. The Debtor asked the Court to reconsider the Order Lifting Stay that was granted ex parte in favor of the Creditor on March 2, 2009 (the “Ex Parte Order”). The Court held the hearing as an emergency; it notified the parties that it would grant the Motion to Set Aside in a telephonic hearing the day after the hearing was held, and this Order is entered today with the purpose of providing the parties a written order with the speed this emergency dictates.

IN THE UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF ARKANSAS LITTLE
ROCK DIVISION IN RE: GREGORY ROGER ANDREWS and 4:09-bk-11116 E RONDA MICHELLE
ANDREWS, Debtors CHAPTER 7

The Court held the 2009 Trial on October 27, 2009. On February 2, 2010, the Court held a telephonic hearing, delivering a lengthy oral opinion (the “Oral Opinion”) denying the Debtors’ discharge, in part, because the Debtors failed to disclose Greg’s interest in the Race Car.

IN THE UNITED STATES BANKRUPTCY COURT EASTERN DISTRICT OF ARKANSAS
HELENA DIVISION IN RE: HOFFINGER INDUSTRIES, INC., Debtor No. 2:01-bk-20514 Ch. 11
ORDER

At a telephonic hearing held December 15, 2003, Grace joined in the continuance request. The debtor contested a continuance and the Court determined that the December 22 hearing would proceed.

2. NORTHERN DISTRICT OF IOWA: Telephonic Conferencing

Rule 9074-1. TELEPHONE CONFERENCES

- (a) A request for a telephonic hearing may be made by separate motion or in the motion, application, response, objection, or other paper necessitating the hearing. The caption's title must include a reference to the request.
- (b) A hearing will not be held by telephone if a party contemplates the examination of a witness or the offering of exhibits.

3. SOUTHERN DISTRICT OF IOWA: Telephonic Conferencing

District Court Rule

LR 16.1. FINAL PRETRIAL CONFERENCE

b. Final Pretrial Conference Procedure. If a final pretrial conference is ordered in a civil case, the following pretrial conference procedures will apply. Before the final pretrial conference, any unrepresented parties and counsel for all represented parties must confer to prepare and sign a proposed final pretrial order in the form supplied by the court. If the plaintiff is represented, the plaintiff's counsel has the responsibility for initiating the conference to prepare the proposed final pretrial order, but if the plaintiff is proceeding pro se, the lawyer for the defendant must initiate the conference. All parties have a duty to ensure the proposed final pretrial order is prepared properly. The proposed final pretrial order must be submitted to the court at least 5 days before the date of the final pretrial conference. With prior permission from the federal judge holding the final pretrial conference, the conference may be conducted by telephone, but only when the parties have submitted to the court, at least 5 days before the date of the conference, the following:

- (1) a fully and properly completed proposed final pretrial order; and
- (2) a request for a telephonic final pretrial conference. When listing witnesses in the proposed final pretrial order, the parties should exercise caution about personal data identifiers. (See LR 10.h.)

4. DISTRICT OF MINNESOTA: Telephonic Conferencing

Court Website (<http://www.mnb.uscourts.gov/rules-participation-telephone-hearings>) states Rules for Telephonic Court Appearances

1. Unless expressly authorized by the presiding judge, on request made no later than the close of business on the day before the hearing, participants appearing telephonically may not use the following devices:

- cellular phones
- speaker phones
- softphone technology on a PC or laptop, unless a hand-held or headset device is used
- phones in vehicles
- phones in public places or in locations with significant ambient noise
- phone equipment with an echo

2. Participants appearing telephonically must observe proper telephone etiquette at all times, as follows, to ensure all such participants can be clearly heard and recorded:

- Participants must mute their phones until ready to address the court. Once any telephone participant has joined the conference bridge or been transferred into the courtroom, any conversation on the participant's end of the line will be audible in the courtroom and to other telephone participants.
- Participants must identify themselves for the record using their full names **each time they speak**.
- Participants should not interrupt others who are speaking. Participants responding to another participant's statement should refrain from speaking for a brief pause, to permit the presiding judge to call upon all participants.
- Participants must not place a call on hold at any time, to avoid background music from disrupting court proceedings.

5. EASTERN DISTRICT OF MISSOURI: Telephonic and Video Conferencing

L.R. 9070—TELEPHONE AND VIDEO CONFERENCES AND/OR HEARINGS

An attorney or a party in the case may request to participate in any hearing by telephone or video conference by contacting the Courtroom Deputy at least 7 days (or as soon as possible if there are less than 7 days between the date the underlying pleading was filed and the hearing thereon) before the date of the hearing.

A party may only participate by telephone or video conference with Court authorization. Prior to contacting the Court for permission, the party or counsel seeking to appear by telephone or video conference shall obtain the consent of all other parties to the electronic or telephonic appearance. Those participating by telephone must put their telephones on “mute” except when they need to be heard and shall not put their telephones on “hold.” Unless the Court otherwise directs, this procedure is available only to attorneys and parties who are not residents of the Eastern Division and to attorneys whose principal office is not within the Eastern Division. Such hearings may be deferred by the Court to the end of the hearing calendar.

All parties shall remain available for the telephonic or video participation beginning at the scheduled hearing time until they are excused by the Court. The Court need not postpone the hearing because of a party’s unavailability or because of problems with telephonic or video transmission.

6. WESTERN DISTRICT OF MISSOURI: Telephonic and Video Conferencing

RULE 90601. NOTICES AND HEARINGS

F. Telephone Hearings. When hearings are scheduled to occur by telephone, parties shall provide contact information to the court as directed in the hearing notice. Selected hearings and all pretrial conferences are conducted by telephone. The Court will initiate the telephone call for the hearing. Parties appearing by telephone must remain available for the Court's call from the scheduled hearing time until the end of the day's hearing calendar. The Court may not postpone the hearing because of a party's unavailability or because of problems with telephonic transmission.

*Note: Courtroom Technology Page (http://www.mow.uscourts.gov/courtroom_technology.html)

Courtroom Technology & Equipment

The United States Courts for the Western District of Missouri are proud to offer various forms of courtroom technology and equipment. Unless designated differently all technology is available in all courthouses and courtrooms. All requests for courtroom technology or courtroom equipment must be made to the appropriate **courtroom deputy** at least five (5) days prior to the court event to seek approval and allow for technical authorization. The technology and equipment is typically available via a mobile system, with the exception of Kansas City Courtrooms, 6C, 7C and 8C, where the equipment is built into the courtroom.

Courtroom Technology Available

Annotation Monitor and Tablet

Annotation monitor and tablet allow witness and attorneys to draw, point and highlight on the video monitor any evidence or document that is displayed through the system. The image of the document or other exhibit can be marked up with no harm being done to the original, and a 3 x 5 inch image can be printed.

Attorney Tables

These tables are configured with inputs for computer (VGA) and analog modem and power connection.

Audio Input

Audio input from any attorney provided device with an output or earphone connection. Original recordings on the recording device reproduce with the best quality.

Computer Input

Computer input is available if counsel wishes to plug in a computer and present evidence or make side presentations. Counsel must provide their own computer and software, but any standard system can be plugged into the audio/video display. The video display setting should be set to 1024 x 768.

Document Camera

A document camera enables counsel to present evidence to the court participants via video monitors. Evidence can be in any medium (e.g., documents, photographs, negatives, x-rays, and 3-D objects).

Electronic Cart

The electronic cart is configured with VCR and inputs for s-video, computer (VGA) and audio. These inputs make it convenient for attorneys to present their evidence for the case.

Telephone Interpreting

Language interpretation is available via the courtroom computers and telephones. Requests must be made to the appropriate courtroom deputy at least five (5) days prior to the court event to seek approval and allow for technical support.

Video Conference Equipment

Video conferences can be held in these courtrooms. Counsel must pay for the expense of its use. Bridging can be used for multi-party conferences.

Video Monitors

15" flat screen monitors are placed at the judge's bench, clerk's station, witness area, podium cart and attorney tables. 37" video monitors are also available for the jury.

Wireless Internet Access

Wireless access to the internet by attorneys and their staff is available from all district and bankruptcy courtrooms in Kansas City, Springfield and Jefferson City. Access is made available at the discretion of the presiding judge in each case. A request must be made to the appropriate courtroom deputy prior to the court event to seek judicial approval and request a login and password from the court IT department. The login and password will be valid for the duration of that court hearing only.

Counsel must ensure their system has wireless capability. The court will not provide any equipment, nor will it delay any proceedings due to technical difficulties or failures.

The usual security cautions and concerns regarding e-mail attachments and downloaded material apply. Any internet access obtained in the courtroom must be in support of the court case or business at hand. Sound and photo/photo recording features of your equipment must be turned off while in court.

Courtroom Equipment Available

Flip Charts

Standard size flip chart holders are available. Counsel must provide paper.

Hearing Assistive Headsets

The AudioLink headset enables individuals hearing assistance through the use of an infrared receiver in the courtroom.

Projection Screen

A standard sized projection screen is available to display an electronic presentation, upon request.

Wireless Handheld Microphone

A wireless handheld microphone is available upon request.

Courtroom Technology Training

Training is provided on use of the courtroom technology listed above. Please contact the appropriate courtroom deputy no later than five (5) days prior to the event. For technical information regarding the courtroom technology available please contact the court's information technology contact via email at kimberly_johnson@mow.uscourts.gov or 816-512-5469.

Courtroom Technology References

The Courtroom Information Project—A free searchable database of the technology and appearances of participating U.S. courtrooms.

7. DISTRICT OF NEBRASKA: Telephonic Conferencing

RULE 9013-1. MOTION PRACTICE

I. Hearings on Motions. If the resistance period expires without the filing of any resistance or request for hearing, the Court will consider entering an order granting the relief sought without further notice or hearing. If a timely resistance or request for hearing is filed and served, the Clerk shall schedule a hearing. Parties shall exchange declarations or affidavits and documentary evidence before the hearing in accordance with Neb. R. Bankr. P. 9017-1. Unless otherwise ordered, oral arguments will be scheduled in the courtroom. A party may either appear in person or participate by telephone.

J. Appearance at Hearings. A party may either appear in person in the courtroom or participate by telephone. The party desiring to participate telephonically must call the AT&T Conference Center at least five minutes prior to the commencement of Court. The Clerk's hearing notice contains all the required information for telephonic participation. If the participant(s) fail to call in, the hearing will go forward as scheduled.

8. DISTRICT OF NORTH DAKOTA: Telephonic and Video Conferencing

BANKRUPTCY RULE 5001-1

TELEPHONIC ARGUMENTS AND CONFERENCES

(A) REQUESTS FOR TELEPHONIC CONFERENCES

An interested party in any case or proceeding may, upon reasonable advanced notice, generally not less than 48 hours, file a motion requesting that a hearing be held by telephonic conference. The moving party making such a request shall first contact the other interested parties and advise the court whether all parties agree to a telephonic hearing. The court will consider potential savings in travel time and expenses in determining whether a telephonic hearing is appropriate.

(B) ARRANGEMENTS FOR CONFERENCE CALLS

The court will send interested parties instructions for participating in conference calls.

(C) USE OF EXHIBITS

Upon motion, the court may allow exhibits to be offered at a telephonic hearing under extenuating circumstances and with reasonable advanced notice, generally not less than 48 hours. If the court authorizes a party to offer exhibits, counsel shall mail, facsimile or email copies of the exhibits to the clerk of court and all parties in sufficient time for them to arrive at least one business day prior to the hearing. Guidance on submitting exhibits by facsimile or email is prescribed by the clerk of court.

(D) TESTIMONY

Upon motion, the court may allow telephonic testimony under extenuating circumstances and with reasonable advanced notice, generally not less than 48 hours. The party who will be offering telephonic testimony shall arrange for witnesses to be available at the hearing.

BANKRUPTCY RULE 5001-2. VIDEO CONFERENCES

(A) LOCATION

The court will provide notice of the place and time for all hearings held by video conference.

(B) REQUESTS FOR VIDEO CONFERENCES

Interested parties in any case or proceeding may, upon reasonable advanced notice, generally not less than 48 hours, file a motion requesting that a hearing be held by video conference. The moving party shall first contact the other interested parties and advise the court whether all parties agree to a hearing by video conference. The court will consider potential savings in travel time and expenses in determining whether a hearing by video conference is appropriate.

(C) EVIDENCE OFFERED AT VIDEO CONFERENCES

Parties may offer testimony and/or exhibits at any video conference scheduled by the court. Counsel shall mail, facsimile or email copies of the exhibits to the clerk of court and all parties in sufficient time for them to arrive at least one business day prior to the hearing. Guidance on submitting exhibits by facsimile or email is prescribed by the clerk of court.

(D) DECORUM

Rule 1.6, D.N.D. Gen. L.R., applies to all video conference proceedings. Parties appearing by video conference shall enter the video conference room quietly. Upon entering the video conference room, parties shall sit in chairs located around the perimeter of the room and wait silently until their case is called by the court. When called, parties shall be seated in a location where they are able to view the video screen and be seen by the court.

9. DISTRICT OF SOUTH DAKOTA: Telephonic Conferencing

RULE 9074-1. TELEPHONIC HEARINGS OR CONFERENCES.

(a) Telephonic hearings or conferences set by order or notice. If an order or notice sets a hearing on a contested matter or a pre-trial conference in an adversary proceeding and states the hearing or conference will be conducted by telephone, the Court will initiate the call to the following parties or their attorney: the movant or plaintiff, each respondent or defendant who has filed an answer, and the case trustee, if the case trustee is a party to the action. Other parties may request to appear by contacting the Courtroom Deputy Clerk at least one business day before the scheduled hearing or conference.

(b) Request to appear by telephone at an in-court hearing. If a hearing on a contested matter or a pre-trial conference in an adversary proceeding is set by order or notice to be conducted in the courtroom, and if none of the participating parties will offer any evidence, out-of-town parties or their attorneys may request to appear by telephone. The request shall be made to the Courtroom Deputy Clerk at least one business day before the scheduled hearing or conference. Before requesting to appear by telephone, the party making the request is responsible for consulting with the other parties and ascertaining whether they will be offering evidence.

(c) Receipt of Evidence at Telephonic Hearings. Witnesses may not testify at a telephonic hearing, irrespective of any agreement among the parties. Exhibits will not be received at a telephonic hearing, unless prior to the hearing the parties advise the Court they have stipulated the exhibits may be admitted into evidence.

NINTH CIRCUIT

1. DISTRICT OF ALASKA: Telephonic Conferencing

RULE 9076-1. TELEPHONIC PARTICIPATION BY PARTIES IN INTEREST

(1) At least three (3) business days prior to a scheduled hearing or trial, a party wishing to appear telephonically should contact the in-court recording deputy clerk assigned to the presiding judge for the case.

(2) Telephonic participation is subject to the court's discretion and will generally be at the requesting party's expense.

2. DISTRICT OF ARIZONA: Telephonic and Video Conferencing

Court's Website states: (<http://www.azb.uscourts.gov/courtroom-technology>)

Teleconferencing

Teleconferencing permits off-site witnesses and attorneys to participate in a hearing by telephone and is available at all locations. Since the audio is broadcast over the courtroom sound system, it is recommended that you mute your telephone until your case is called. Use of cell phones and speakerphones should also be avoided due to poorer audio quality seen with these devices. Telephonic hearings must be coordinated in advance with the courtroom clerk for the presiding judge.

Video-Teleconferencing

Video-teleconferencing permits off-site witnesses and attorneys to participate in a trial or hearing by video and accommodates proceedings without the participating judge and attorneys physically present. These systems are available in all locations and can interconnect, via ISDN, with video systems external to the court. IP based calls can be accommodated through a bridging service, at the expense of the requesting party, unless other arrangements have been made with the court. Any external video-teleconference system will need to be tested with the court's system prior to the date of the hearing. Video-teleconferencing hearings must be coordinated in advance with the courtroom clerk for the presiding judge. When appearing by video, avoid wearing small, busy patterns which are difficult for the cameras to focus on. Solid vibrant or pastel colors send a clearer picture. Also, avoid ornate and flashy jewelry that may reflect light. If you are not appearing from one of our locations, check the lighting at your site and close any window shades to reduce any glare that may be picked up by your cameras.

Internet Access

Wired and wireless internet access is available, at no cost, in Phoenix and Tucson. This system was installed as part of a joint agreement between the Arizona State Bar, Bankruptcy Section and the court. Wireless access is available on the 1st floors and each courtroom floor. Wired access is also available from the attorney conference rooms; use the jacks labeled "Internet." Wired internet access is not available in any courtroom.

Tips About Participating in an Electronically Recorded Courtroom

Proceedings in bankruptcy courtrooms are recorded using a digital recording system, which may be on at all times. This technology creates a verbatim record. The following practice tips are intended to help you make a clear recording of your proceeding, which is vital to the parties and judges if there are subsequent proceedings.

- Upon speaking for the first time, identify yourself for the record. Spell your name and state whom you represent. This is important even if the other people in the courtroom know who you are. The person transcribing the record may not be familiar with particular attorneys or parties.
- Give the clerk the correct spellings of unusual or technical names and vocabulary or words used by you or your witnesses that are frequently misunderstood, when known.
- Speak clearly and audibly.
- Only one person should speak at a time.
- Avoid making noises when people are talking—coin jingling and paper riffling can be picked up and will cover up voices. Be sure that your cell phone or PDA is off in the courtroom.
- Avoid talking when there is noise—wait until the courtroom is quiet to begin speaking.

- The recording system can only pick up verbally spoken words. Avoid “uh huh” and gestures. Be sure that verbal responses are elicited from all witnesses.
- When reading from a document, read slowly and clearly.
- Avoid making any statements you do not want recorded. Use the mute button (if available) during client consultation; be sure the microphone is turned back on before speaking for the record.
- Remain within arm’s reach of a microphone at all times when speaking.
- Avoid tapping on or striking the table or microphone.
- To request a play-back of particular testimony or argument, the clerk will need to find the requested testimony without a printed record. If you know the approximate time when the pertinent statements were recorded, please tell the clerk.

INDIVIDUAL JUDGE PROCEDURE (<http://www.azb.uscourts.gov/procedures>)

CHIEF JUDGE DANIEL P. COLLINS

I.2.5 Telephonic Appearances

2.5.1 Policy

A telephonic appearance is to be made only in emergency situations and for out of town/state counsel. Telephonic appearances are not allowed in the following situations: Trials and Evidentiary Hearings (all counsel and all witnesses must appear in person unless the Court has expressly approved telephonic appearances).

2.5.2 Scheduling a Telephonic Appearance

Judge Collins does not grant telephonic appearances unless counsel is out of town or lives out of state. In the event there is an emergency and counsel is unable to attend, a telephone appearance may be arranged by contacting Judge Collins’ Courtroom Deputy, Rhonda Vaughan, at (602) 682-4228 or by e-mail dpccefhearing@azb.uscourts.gov. Individuals making use of the telephonic service are cautioned that they do so at their own risk.

The Courtroom Deputy will need:

Court date and time

Case name and number

Name of person requesting to appear by telephone

It is counsel’s responsibility to initiate the call at the time of scheduled hearing by calling the conference line at (602) 682-4238.

JUDGE GEORGE B. NIELSEN, JR.

G. Telephonic Appearances

1. Parties may request to appear telephonically by sending an email to telephonicrequestgbn@azb.uscourts.gov 24 hours prior to the scheduled hearing, preferably at the time the moving papers are filed. Sworn testimony by telephone for evidentiary hearings is disfavored.

The following information will be asked:

- Court date and time
- Case name and number
- Name and phone number of the party appearing, and who they represent

Telephonic witness testimony is discouraged but will be considered by motion filed at least ten (10) days in advance of the hearing and served on all other parties together with a notice that any objection be filed at least five (5) days prior to the scheduled hearing.

Individuals making use of the conference line are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

Please note that you are dialing in to a direct dial conference line which is immediately live in the courtroom, and therefore does not ring or play music. The caller may only hear “airspace” until such time as the courtroom deputy opens the line. Additionally, although the parties may not be able to hear the court while waiting for their case to be called, the court can hear the parties. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court’s teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

2. In the event an email request cannot be sent, please call Jennifer Lowry at 602-682-4168 or Denine Downs at 602-682-4224.

JUDGE BRENDA MOODY WHINERY

2. VIDEO APPEARANCES

Video calendars save money for both the courts and counsel, and allow the court to hear more matters each month. Parties may appear by video for routine matters any time that video is available, but video is not available for every hearing. Please consult the Notice of Hearing, the minute entry setting the hearing, or the court hearing calendar posted at <http://www.azb.uscourts.gov/court-calendars> to determine whether video is available for a particular hearing. The calendar is posted to the court’s web site at <http://www.azb.uscourts.gov/court-calendars> every Friday at 8:30 AM for the following week.

VIDEO APPEARANCES ARE NOT PERMITTED FOR EVIDENTIARY HEARINGS OR TRIALS.

3. TELEPHONIC APPEARANCES

a. POLICY GOVERNING TELEPHONIC APPEARANCES

Tucson attorneys are to appear in the Tucson courtroom, Phoenix attorneys are to appear in the assigned Phoenix courtroom, and Yuma attorneys are to appear in the Yuma courtroom when the courtrooms are available. Tucson, Phoenix, and Yuma counsel may only appear telephonically by permission in emergency situations or when the local courtroom is unavailable. Any interested party located outside of Tucson, Phoenix, or Yuma may request permission to appear telephonically for routine matters.

UNLESS OTHERWISE ORDERED BY THE COURT, TELEPHONIC APPEARANCES ARE NOT PERMITTED FOR EVIDENTIARY HEARINGS OR TRIALS.

b. SCHEDULING A TELEPHONIC APPEARANCE

Parties may request permission to appear telephonically by sending an email to the courtroom deputy, Rebecca Volz, at Rebecca_Volz@azb.uscourts.gov([link sends e-mail](#)), at least 3 business days prior to the scheduled hearing, preferably at the time the moving papers are filed. Permission to appear telephonically at a previous hearing does not carry forward to future hearings. The email requesting permission is to include: the full name of the person appearing telephonically and their relationship to the case, case name, case number, and the contact information for a person to call if there are questions or concerns.

c. PROCEDURE FOR TELEPHONIC APPEARANCES

The phone line will not be open unless a party has received permission to appear telephonically. To ensure the quality of the record, callers are not permitted to use cellular phones or speaker phones.

Individuals making use of the conference line are cautioned that they do so at their own risk. Hearings will not be rescheduled due to missed connections or poor call quality.

Please note that you are dialing in to a conference line which is immediately connected to the electronic recording equipment and broadcast through the courtroom’s speakers. The callers may only hear “airspace” until such time as the courtroom deputy opens the line. Additionally, although the parties may not be able to hear the court while waiting for their case to be called, **the court can hear the parties**. Callers are to place their phone on mute unless addressing the court. After the line is opened, cases will be called and the judge will request appearances and direct the manner in which each hearing proceeds. Each time you speak, identify yourself for the record. When your hearing is completed, you may disconnect.

JUDGE BALLINGER

TELEPHONIC INFORMATION

In order to appear telephonically before Judge Ballinger in Phoenix please call 602-682-4198 a few minutes prior to the hearing. That is our courtroom’s conference line. No one answers the phone and there is no music—just dead air. Other parties may be on the phone. If so, you will be able to hear one another. Just before Judge Ballinger takes the bench, the call will be placed on the PA system and the calendar will be called just as if you’re in the courtroom. We request that the parties NOT be on speaker phone, as it may cause problems with the connection. All calls MUST be from a land line. Telephonic appearances by cell phone are not acceptable.

Please contact Courtroom Deputy Annette Aguilar at epbecfhearing@azb.uscourts.gov or by phone at 602-682-4188 to advise of your appearance by phone.

JUDGE MADELEINE C. WANSLEE

I. POLICY GOVERNING TELEPHONIC APPEARANCES

Telephonic appearances are allowed in all matters before Judge Wanslee in Courtroom #702 except the following:

1. Trials and Evidentiary Hearings (all counsel and all witnesses must appear in person unless the court has expressly approved telephonic appearances).
2. Appearances by parties and attorneys located in Maricopa County (except as otherwise expressly permitted).
3. Any matter designated by the court as one requiring a personal appearance.

No telephonic appearance involving more than one caller will be allowed unless prior arrangements are made through the Courtroom Deputy, Christina Johnson, 602-682-4248.

If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may pass the matter or may treat the failure to respond as a failure to appear and rule by default. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear when a matter is placed on calendar.

Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

II. SCHEDULING A TELEPHONIC APPEARANCE

Telephone appearances may be arranged by e-mailing Christina_Johnson@azb.uscourts.gov or calling Christina Johnson at 602-682-4248 not later than 3:00 p.m. the business day prior to the court hearing date.

If possible, arrangements to appear by phone should be made a week prior to the hearing date.

The Courtroom Deputy will need:

- Court date and time
- Case name and number
- Name and phone number of the attorney appearing

Parties will receive a phone number to call for the hearing.

III. PROCEDURE FOR TELEPHONIC APPEARANCE

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of car phones, cellular phones, speaker phones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo.

At the time of your hearing, you may initially be in the listening mode, in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person's conduct makes telephonic appearances inappropriate.

Sanctions may include dropping a matter from calendar, continuing the hearing, rescheduling the hearing and requiring personal attendance, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing telephonically.

CONTINUANCES & RESOLUTION OF MATTERS SET FOR HEARING

When agreed to by opposing counsel, continuances may generally be obtained by telephonic request to the Courtroom Deputy, Christina Johnson, (602) 682-4248. An ex parte motion for continuance should explain the reason for the request and why agreement of opposing counsel could not be obtained. When a telephonic continuance is obtained from chambers staff, the party requesting it shall lodge as soon as practicable either an order granting the continuance or a stipulation signed by the parties. The party requesting the continuance shall also lodge a new form of notice for the continued hearing, and, when the hearing has been reset by the Courtroom Deputy, shall give notice of the continued hearing date to all interested parties.

Parties should notify the Court promptly when a matter has been resolved so that the hearing may be taken off the Court's calendar.

FAX AND E-MAIL

Where time is short, the Court will receive chambers copies of filings and permissible ex parte communications by fax, (602) 682-4243, or by email to the Judge, Madeleine_Wanslee@azb.uscourts.gov, or to her law clerk, james_yeager@azb.uscourts.gov.

THE COURT DOES NOT ACCEPT FOR FILING DOCUMENTS SENT DIRECTLY TO CHAMBERS VIA EITHER FAX OR EMAIL. ALL ORIGINAL DOCUMENTS TO BE FILED WITH THE COURT MUST BE FILED WITH THE CLERK OF THE BANKRUPTCY COURT before the time of the hearing, and counsel should bring a file-stamped copy to the hearing. The privilege to fax or e-mail chambers should not be abused. Counsel should ordinarily allow themselves sufficient time to submit documents through the normal process, and all faxes and e-mails should be received no later than 4:00 p.m. of the day prior to the hearing.

ECF ORDERS

When lodging a form of order that the Court may want to modify, please upload it in pdf format.

DOCKETING CALLS

Except in the case of an emergency, inquiries regarding the entry of pleadings and orders on the docket should be directed to the Bankruptcy Court Clerk's Office at (602) 682-4000. In an emergency, parties may inquire of chambers staff whether an order has been signed or entered on the docket. Chambers staff will not give parties legal advice or provide status reports concerning items before the Court.

JUDGE BRENDA K. MARTIN

G. Telephonic Appearances

1. Parties may request to appear telephonically by sending an email to telephonicrequestbkm@azb.uscourts.gov 24 hours prior to the scheduled hearing, preferably at the time the moving papers are filed. Sworn testimony by telephone for evidentiary hearings is disfavored.

The following information will be asked:

- Court date and time
- Case name and number
- Name and phone number of the party appearing, and who they represent

Telephonic witness testimony is discouraged but will be considered by motion filed at least ten (10) days in advance of the hearing and served on all other parties together with a notice that any objection be filed at least five (5) days prior to the scheduled hearing.

Individuals making use of the conference line are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

Please note that you are dialing in to a direct dial conference line which is immediately live in the courtroom, and therefore does not ring or play music. The caller may only hear “airspace” until such time as the courtroom deputy opens the line. Additionally, although the parties may not be able to hear the court while waiting for their case to be called, **the court can hear the parties**. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court’s teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

2. In the event an email request cannot be sent, please call Liz Irish at 602-682-4268 or Rachael Stapleton at 602-682-4264.

JUDGE PAUL SALA

B. Telephonic Appearances

i. Policy Governing Telephonic Appearances

Telephonic appearances are allowed in all matters before Judge Sala in Courtroom 601, or in Bullhead City, Arizona except the following:

a. Trials and Evidentiary Hearings (all counsel and witnesses must appear in person unless the court has expressly approved telephonic appearances).

b. Appearances by parties and attorneys located in Maricopa County within 15 miles of the Courthouse, except as otherwise expressly permitted by the court.

c. Any matter designated by the court as one requiring a personal appearance, such as an order to show cause.

No telephonic appearance involving more than one caller will be allowed unless prior arrangements are made through the Courtroom Deputy, Faye Holthaus, at 602-682-4148.

If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may place the matter on second call or may treat the failure to respond as a failure to appear and rule by default. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear when a matter is placed on calendar and called.

Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

ii. Scheduling a Telephonic Appearance

Telephone appearances may be arranged by emailing psecfhearing@azb.uscourts.gov, not later than 3:00 p.m. the business day prior to the court hearing date.

The Courtroom Deputy will need:

- Court date and time
- Case name and number
- Name of person requesting to appear by telephone

Parties requesting a telephonic appearance will be provided with a phone number to call at the time of the scheduled hearing. (Prescott callers should use the phone number listed above.)

Phoenix telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of car phones, cellular phones, speaker phones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo.

At the time of your hearing, you may initially be in the listening mode, in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court's teleconferencing system allows more than one speaker to be heard, so the judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures, or the Court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include vacating a matter from calendar, granting or denying the relief requested depending on the behavior of the non-complying party, continuing the hearing, rescheduling the hearing and requiring personal attendance, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing telephonically.

C. Video Conferencing

Parties and their counsel may now appear at hearings through the use of video conferencing equipment. The location of a video conference hearing may vary in Phoenix. It will usually be in the 3rd Floor Courtroom at 230 North First Avenue, Courtroom 301. Evidence may be presented by video methods, if the parties (and their counsel, if the parties are represented) consent. Please contact LuAnn Beller at 602-682-4148 if you require a video conference hearing for Phoenix, or if a Prescott hearing calendar go Courtroom 301 for your hearing.

JUDGE SCOTT H. GAN

Telephonic and Video Appearances

Tucson attorneys are to appear in the Tucson courtroom, Phoenix attorneys are to appear in the assigned Phoenix courtroom, and Yuma attorneys are to appear in the Yuma courtroom when the courtrooms are available. Tucson, Phoenix, and Yuma counsel may appear telephonically by permission. Any interested party located outside of Tucson, Phoenix, or Yuma may request permission to appear telephonically for routine matters.

Telephonic appearances may be arranged two business days in advance by contacting the Courtroom Deputy, Teresa Mattingly, by e-mail at shgecfhearing@azb.uscourts.gov (link sends e-mail) (or by telephone at 520-202-7968).

TELEPHONIC APPEARANCES ARE NOT PERMITTED FOR EVIDENTIARY HEARINGS OR TRIALS WITHOUT EXPRESS PERMISSION FROM THE COURT.

D. Video Appearances

Routine video calendars are arranged with all venues (Phoenix, Tucson, and Yuma).

Video calendars save money for both the courts and counsel, and allow the court to hear more matters each month. Parties may appear by video for routine matters any time that video is available, but video is not available for every hearing. Please consult the Notice of Hearing, the minute entry setting the hearing, or the court hearing calendar posted at <http://www.azb.uscourts.gov/court-calendars> to determine whether video is available for a particular hearing. The calendar is posted to the court's web site at <http://www.azb.uscourts.gov/court-calendars> every Friday for the following week.

VIDEO APPEARANCES ARE NOT PERMITTED FOR EVIDENTIARY HEARINGS OR TRIAL WITHOUT EXPRESS PERMISSION FROM THE COURT.

RULE 9072-8. THE MEDIATION

(a) Initial Telephonic Conference. Promptly, but no later than 14 days of receipt of notification of appointment, the mediator shall conduct a telephone conference with counsel of record for the parties (or the parties, where appearing pro se) to discuss (1) fixing a convenient date and place for the ADR Conference; (2) the procedures that will be followed during the ADR Conference; (3) who shall attend the

ADR Conference on behalf of each party; (4) what material or exhibits should be provided to the mediator before the ADR Conference; and (5) any issues or matters that it would be especially helpful to have the parties address in the Submission materials.

(b) Time and Place of ADR Conference. After consulting with all counsel and pro se parties, the mediator shall schedule a convenient time and neutral place for the ADR Conference, and promptly give all counsel and pro se parties at least 14 days advance written notice of the time and place of the ADR Conference. The mediator shall schedule the ADR Conference to begin as soon as practicable after entry of the order of appointment.

(c) Submission Materials. Not less than seven days before the ADR Conference, each party shall submit directly to the mediator, and shall serve on all counsel and pro se parties, an ADR statement (the "Submission"). The Submission shall not be filed with the court and the court shall not have access to the submission of any portion thereof. The Submission may include any information that the parties would consider useful, but must: (1) Identify the person(s), in addition to counsel of record, who will attend the ADR Conference as representative of the party with decision making authority; (2) Describe briefly the nature and scope of the substance of the dispute; (3) Address whether there are legal or factual issues whose early resolution might reduce appreciably the nature and scope of the dispute or significantly contribute to settlement; (4) Identify the discovery that could contribute most to equipping the parties for meaningful settlement discussions; (5) Set forth the history of past settlement discussions, including disclosure of prior and any presently outstanding offers, counteroffers, and demands; (6) Make an estimate of the cost and time to be expended for further discovery, pretrial motions, expert witnesses, and trial; (7) Indicate presently scheduled court dates for further status conferences, pretrial conferences, trial, or otherwise; and (8) Attach copies of the document(s) from which the dispute has arisen or other relevant documents or information whose availability would materially advance the purposes of the Mediation Conference.

(d) Attendance at ADR Conference. (1) Persons Required to Attend. The following persons must attend the ADR Conference: (A) Each party who is a natural person; (B) If a party is not a natural person, a representative who is not the party's attorney of record and who has full authority to negotiate and settle the matter on behalf of the party; (C) If the party is a governmental or quasi governmental entity that requires settlement approval by an elected official or legislative body, a representative who has authority to recommend a settlement to the elected official or legislative body; (D) The attorney who has primary responsibility for each party's case. The attorney shall come prepared to discuss all liability issues, all damage issues, and the position of the party relating to settlement, in detail and good faith; and (E) Other interested parties such as insurers or indemnitors, or one or more of their representatives, whose presence is necessary for a full resolution of the matter assigned to the ADR program. (2) Excuse. A person required to attend the ADR Conference is excused from appearing if all parties and the mediator agree that the person need not attend the ADR Conference. The court for cause may excuse a person's attendance at the ADR Conference. Any party or attorney who is excused by the mediator from appearing in person at the ADR Conference may be required by the mediator to participate telephonically. Telephonic participation at the ADR Conference should be the exception rather than the rule and shall only be permitted upon good cause shown. This decision is within the mediator's sole discretion.

(e) ADR Conference Procedures. The mediator may establish appropriate procedures for the ADR Conference. The ADR Conference shall proceed informally. The Rules of Evidence shall not apply. There shall be no formal examination of witnesses.

3. CENTRAL DISTRICT OF CALIFORNIA: Telephonic and Video Conferencing

LBR 9074-1. TELEPHONIC APPEARANCES AT COURT HEARINGS

A party who wishes to appear telephonically at a court hearing must consult the court's web site to determine whether a telephonic appearance on a particular matter is permissible and to obtain the judge's procedure for requesting and making a telephonic appearance.

INDIVIDUAL JUDGE PROCEDURE (<http://www.cacb.uscourts.gov/judges/judge-directory>)

JUDGE ALBERT

POLICY GOVERNING TELEPHONIC APPEARANCES

Telephonic appearances are allowed in all matters before Judge Albert in Courtroom 5B except the following:

1. Trials and Evidentiary Hearings (all counsel and all witnesses must appear in person).
2. Contested Chapter 11 Confirmation Hearings (debtor, debtor's counsel, and all objecting creditors must appear in person). All other parties in interest may appear telephonically.
3. Hearings on Reaffirmation Agreements (debtor must appear in person).
4. Any matter designated by the Court as one requiring a personal appearance.

No telephonic appearance will be allowed unless it is made through CourtCall, an independent conference call company, pursuant to the procedures set forth in Section II.

Before requesting a telephonic appearance, you should check Judge Albert's Calendar on the Court's website (www.cacb.uscourts.gov) and review any Tentative Ruling concerning the matter on calendar. If the Court has issued a Tentative Ruling prior to the hearing, each individual who appears telephonically should have reviewed the Tentative Ruling prior to the hearing.

If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the Court may pass the matter, treat the failure to respond as an intent to accept the tentative ruling, or treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear.

The 4:30 p.m. deadline for scheduling telephonic appearances noted below is independent of the Tentative Ruling process. Late scheduling of a telephonic appearance is not justified by the fact that Tentative Rulings have not been posted on the court's website by 4:30 p.m. the day before the hearing.

Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

Parties are also cautioned to consider whether their cases are ones suitable to telephonic appearance. On closer, contested matters, there is no doubt that personal presence adds weight to the presentation of the case.

SCHEDULING A TELEPHONIC APPEARANCE

By telephone: Telephone appearances may be arranged by calling CourtCall at (866) 582-6878 not later than 4:30 p.m. the day prior to the court hearing date.

PROCEDURE FOR TELEPHONIC APPEARANCE

CourtCall will provide counsel with written confirmation of a telephonic appearance and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call not later than 10 minutes prior to the scheduled hearing. CourtCall does not place a call to counsel. Current rates may be obtained from CourtCall.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record:

- No car phones
- No cellular phones
- No speaker phones
- No public telephone booths, or phones in other public places

Exceptions to these restrictions may be permitted only in the most extreme circumstances.

At the time of your hearing you may initially be in the listening mode, in which case you will be able to hear the case before yours, just as if you were in the courtroom. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak you should identify yourself for the record. The Court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing telephonically.

JUDGE MARTIN R. BARASH

I. POLICIES GOVERNING TELEPHONIC APPEARANCES.

Telephonic appearances are allowed in all matters before Judge Barash in Courtroom 303 of the San Fernando Valley Division, **EXCEPT** the following:

1. Trials and evidentiary hearings (Counsel for all parties must appear in person. Witnesses also must appear in person to be cross-examined, unless otherwise ordered.)
2. Chapter 11 status conferences (Debtor, debtor's counsel, and counsel for creditors' and equity committees, if any, must appear in person.) Other parties in interest may appear telephonically.
3. Chapter 11 and 12 disclosure statement and confirmation hearings (Debtor, debtor's counsel, and all objecting creditors (or their counsel) must appear in person.)
4. Chapter 11 motions to dismiss or convert.
5. Adversary Proceeding **Initial** Status Conferences and Pretrial Conferences (All trial counsel must appear in person unless Judge Barash has authorized appearance by telephone for the adversary proceeding at issue, in advance.)
6. Motions for Summary Judgment or Partial Summary Judgment.
7. Chapter 13 plan confirmation hearings and other chapter 13 contested matters other than motions for relief from stay and motions to dismiss filed by the chapter 13 trustee.
8. Any matter designated by the Court as requiring a personal appearance.

No telephonic appearance will be allowed unless it is made through Court Call, an independent conference call company, pursuant to the procedures set forth in **Section II**.

If an individual schedules a telephonic appearance and fails to respond when the matter is called on calendar, the Court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear when a matter placed on the calendar is called.

Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled as a result of missed or faulty connections.

II. SCHEDULING A TELEPHONIC APPEARANCE.

A. Contact Court Call

By Telephone: Telephone appearances may be arranged by calling Court Call at [\(866\) 582-6878](tel:866-582-6878) no later than **12:00 p.m. the Court day prior to the hearing date**. Any request for a telephonic appearance made to Court Call after this deadline must be Court-approved by contacting Judge Barash's chambers at [\(818\) 587-2853](tel:818-587-2853).

By Written Request: Written requests may only be done if the request is made at least **two (2) Court days** in advance of the hearing date. The facsimile telephone number at Court Call is [\(866\) 533-2946](tel:866-533-2946).

III. PROCEDURE FOR TELEPHONIC APPEARANCE.

Court Call will provide counsel with written confirmation of a telephonic appearance and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call not later than 10 minutes prior to the scheduled hearing. **Court Call does not place a call to counsel**. If you do not call and connect with the Court Call operator timely, you will be billed for the call and the hearing may proceed in your absence.

Court Call will charge the appearing party directly. If you have questions about the amounts chargeable by Court Call as a result of scheduling or making a telephonic appearance, contact Court Call.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of

car phones, cellular phones, speaker phones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo.

At the time of your hearing, you may be placed in a listening mode initially and will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The Court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

Telephonic appearances by multiple participants are only possible when there is compliance with the foregoing procedural requirements. Sanctions may be imposed upon any deviation from the required procedures or if the Court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing telephonically.

JUDGE BASON

Procedures for Telephonic Appearances

Permission to appear telephonically generally will not be given for the following matters:

1. Trials and evidentiary hearings (all counsel and all witnesses must appear in person);
2. Initial Chapter 11 status conferences (debtor and debtor's counsel must appear in person at the initial conference; other parties in interest may appear telephonically);
3. Confirmation hearings (note: appearances generally are excused for Chapter 13 confirmation hearings that are uncontested or continued by consent, per Judge Bason's posted procedures);
4. Reaffirmation hearings (debtor must appear in person; other parties in interest may appear telephonically);
5. Chapter 9 or 12 matters; or
6. Any matter designated by the court as requiring a personal appearance.

You may appear by telephone for ALL other matters, WITHOUT prior approval from the Court, unless the tentative ruling or an order of the court specifically requires appearances in person. To appear by telephone, follow these procedures:

1. Register with CourtCall (an independent conference call company, at 866-582-6878 or www.courtcall.com(link is external)) in time to be included in the telephonic appearance calendar that it transmits to the court (generally it transmits the calendar the evening prior to the hearing). In a true emergency, you may telephone chambers after this deadline to request that the court authorize CourtCall to add you to the list after the deadline.
2. Mute your telephone to avoid interfering with other hearings in progress.
3. Noise, poor sound quality, or lack of standard telephone etiquette must be immediately corrected or it will result in terminating your privilege to appear by telephone, and possibly other sanctions or remedies such as being disconnected from the hearing—you are permitted to use mobile phones, etc., but you do so at your own risk. (Any fee that you paid to CourtCall for the appearance will not be refunded.)

4. Identify yourself for the record every time you speak.
5. Recording or retransmission is strictly prohibited and may result in sanctions.

JUDGE CATHERINE E. BAUER

PROCEDURES REGARDING TELEPHONIC APPEARANCES

Telephonic appearances before Judge Catherine E. Bauer in Courtroom 5D are generally allowed. No telephone appearances are allowed for the Chapter 13 calendar or any evidentiary hearings. In order to appear telephonically counsel must adhere to the following procedure:

Standard procedure:

Telephone appearances may be arranged by calling Court Call, an independent conference call company, until the start of the scheduled hearing. Counsel may reach Court Call at (866) 582-6878.

Individuals choosing to appear telephonically do so at their own risk. Hearings generally will not be rescheduled due to missed connections. Furthermore, in deciding to appear telephonically, counsel is agreeing to waive any prejudice attributable to quality deficiencies or irregularities of the record that may result.

Please be advised that poor reception will cause counsel's appearance to be disconnected. Repeated poor connections may cause counsel to be banned from future telephonic appearances.

If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear when a matter is placed on calendar.

Before appearing, check Judge Bauer's calendar and review any tentative ruling on WebPACER.

SHERI BLUEBOND, CHIEF JUDGE

For a number of years, Judge Bluebond has allowed telephonic appearances in her courtroom through CourtCall for the convenience of the parties. Beginning with hearings scheduled for dates on and after July 1, 2016, she will also allow appearances by video through CourtCall. (Please note that there will be an additional fee, in the amount of \$10.00, for those wishing to utilize CourtCall's video capabilities. You need not pay this additional fee if you do not want these additional services.) What this means for those appearing in Judge Bluebond's courtroom is the following:

1. Parties who have paid the additional fee to appear by video will be able to observe courtroom proceedings during their appearances.
2. Parties who have paid the additional fee and who have the appropriate computer and sufficient bandwidth will be able to transmit video to the courtroom and to other persons appearing via CourtCall at the hearing.
3. Parties who do not have internet access or who choose not to participate by video may still make telephonic appearances, without video participation and without paying an additional fee.

4. Parties who do not have the ability to transmit video may nevertheless pay the additional fee and view images of the judge and other persons appearing by video through CourtCall if they so desire.

Procedures Regarding Telephonic/Video Appearances

I. A telephonic or video appearance will be allowed without prior Court approval (but you must notify the Court of your appearance) unless the matter on which you would like to appear telephonically or by video is one of the following:

- Sale Motion
- Cash Collateral Motion
- Chapter 11 Plan Confirmation
- Motion for Approval of Debtor-in-Possession Financing
- Evidentiary Hearing

If your proceeding falls within one of the five categories listed above, you may appear without prior Court approval only if you will be monitoring the proceeding and do not intend to advance any position or offer any oral argument (but you must notify the Court of your appearance).

II. A written list of the matter(s) on which you will be making a telephonic/video appearance must be provided to the Court via email to Chambers_SBluebond@cacb.uscourts.gov (link sends e-mail) not later than 7 days prior to the hearing and must contain (i) the date, time and calendar number(s) of the hearing(s) in the subject line of the email and (ii) all of the following information within the body of the email:

- the name of the case and the bankruptcy case number (and adversary number, if applicable);
- the date and time of the hearing;
- the calendar number assigned to the matter (or, if a calendar number has not yet been assigned, then a statement so stating);
- the reason that the requesting party seeks to appear by telephone;
- who the requesting party represents; and
- contact information, including email address and telephone number.

After you have received confirmation from the Court that it has noted your telephonic or video appearance, you must arrange for the telephonic or video appearance yourself by calling CourtCall at [\(866\) 582-6878](tel:8665826878).

III. In order to obtain approval to appear telephonically or by video on any matter for which prior approval is required, send an email to Chambers_SBluebond@cacb.uscourts.gov (link sends e-mail) requesting permission to appear telephonically not later than 7 days prior to the hearing and include the information contained in Paragraph II above. The Law Clerk will advise whether your request has been approved. If your request is approved, you will be responsible for making the arrangements for the telephonic or video appearance by calling CourtCall at [\(866\) 582-6878](tel:8665826878).

PLEASE NOTE THE FOLLOWING:

1. PARTICIPANTS MUST REGISTER WITH COURTCALL IN TIME TO BE INCLUDED IN COURTCALL'S CALENDAR, WHICH IS TRANSMITTED TO THE COURT 24 HOURS PRIOR TO THE HEARING FOR VERIFICATION PURPOSES.

2. IF YOU DO NOT HAVE SUFFICIENT BANDWIDTH, COMPUTER MEMORY AND PROCESSING SPEEDS, YOU WILL NOT HAVE AN OPTIMAL EXPERIENCE.
3. DO NOT ATTEMPT TO TRANSMIT YOUR VIDEO AS PART OF A HEARING UNLESS YOU HAVE ALREADY TESTED YOUR BANDWIDTH AND COMPUTER FOR COURTCALL'S MINIMUM REQUIREMENTS.
4. DO NOT ATTEMPT TO PARTICIPATE VIA SPEAKERPHONE, AS THE SOUND QUALITY IS UNACCEPTABLE. YOU MUST USE A HANDSET OR A HEADSET TO PARTICIPATE REMOTELY.
5. DO NOT PARTICIPATE FROM AN OUTDOOR LOCATION OR FROM ANY OTHER LOCATION WITH SIGNIFICANT AMBIENT NOISE.
6. VIDEO THAT IS NOT PROPERLY TRANSMITTED WILL BE TERMINATED BY THE COURT AND YOUR PARTICIPATION WILL BE BY AUDIO ONLY. (Your additional payment of \$10.00 will not be refunded.)
7. IF YOUR AUDIO CONNECTION PRODUCES EXTRANEIOUS NOISE OR STATIC, YOUR LINE WILL BE MUTED AND, IF NECESSARY, DISCONNECTED. (Any fee that you paid to CourtCall for the appearance will not be refunded.)

Please remember to review CourtCall's procedures on audio and video.

RECORDING OR RETRANSMISSION OF AUDIO OR VIDEO FROM THE COURTROOM IS STRICTLY PROHIBITED AND MAY SUBJECT OFFENDING PARTIES TO SANCTION OR OTHER PENALTIES.

JUDGE BRAND

Procedures Regarding Telephonic Appearances

Telephonic appearances before Judge Julia W. Brand in Courtroom 1375 are generally allowed without prior approval. No telephonic appearances are allowed on the following types of matters:

1. Sale Motion
2. Cash Collateral Motion
3. Motion for Post-Petition Financing
4. Disclosure Statements
5. Chapter 11 Plan Confirmation
6. Evidentiary Hearings.
7. Chapter 13 Plan Confirmation
8. Reaffirmation Agreements

In order to appear telephonically, counsel must follow the following procedure:

Standard Procedure: Telephone appearances may be arranged by calling Court Call, an independent conference call company, no later than 2:00 p.m. on the day prior to the hearing. Court Call may be reached at (888) 882-6878.

Emergency Procedure: If an unexpected emergency arises that prevents counsel from following the Standard Procedure, counsel must telephone chambers and obtain a law clerk's approval to appear telephonically. A law clerk will only approve late requests for legitimate and unanticipated emergencies.

Once approved, please notify the courtroom deputy of counsel's approved telephonic appearance. The courtroom deputy may be reached at 213-894-7341.

Once approved, counsel must contact Court Call to arrange a telephonic appearance. If Court Call is not able to accommodate counsel's late request or if the Judge's law clerk denies the request, counsel will not be permitted to appear telephonically and counsel must make an appearance in court.

Individuals choosing to appear telephonically do so at their own risk. Hearings generally will not be rescheduled due to missed connections. Furthermore, in deciding to appear telephonically, counsel is agreeing to waive any prejudice attributable to quality deficiencies or irregularities of the record that may result.

Please be advised that poor reception will cause counsel's appearance to be disconnected. Repeated poor connections may cause counsel to be barred from future telephonic appearances.

If an individual schedules a telephonic appearance and then fails to respond to the call of the matter on calendar, the Court may pass the matter or may treat the failure to respond as a failure to appear.

Before appearing telephonically, please check Judge Brand's calendar and review any tentative rulings which can be found on webPACER.

JUDGE CARROLL

POLICY GOVERNING TELEPHONIC APPEARANCES.

Telephonic appearances are allowed in all matters before Judge Carroll, except the following:

1. Trials and Evidentiary Hearings (all counsel and all witnesses must appear in person).
2. Chapter 11 Status Conferences (debtor and debtor's counsel must appear in person). Other parties in interest may appear telephonically.
3. Chapter 11, 12 & 13 Confirmation Hearings (debtor, debtor's counsel, and all objecting creditors must appear in person).
4. Reaffirmation Hearings (debtor must appear in person). Other parties in interest may appear telephonically.
5. Any matter designated by the court as requiring a personal appearance. No telephonic appearance will be allowed unless it is made through CourtCall, an independent conference call company, pursuant to the procedures set forth in Section II.

Before requesting a telephonic appearance, you must check Judge Carroll's calendar on the court's website to review any disposition without oral argument or tentative ruling concerning the matter on calendar. Dispositions without oral argument and tentative rulings normally are issued not later than 3:00 p.m. on the day preceding the scheduled hearing. To view the calendar, click on "Tentative Rulings" on the court's website, www.cacb.uscourts.gov.

Dispositions Without Oral Argument. If the matter has been adequately noticed and no written opposition has been timely filed, the court may decide the matter without oral argument by issuing a "Final Ruling." NO APPEARANCE IS NECESSARY. The matter will not be heard by the court.

Tentative Rulings. If written opposition has been timely filed, the court may issue a “Tentative Ruling.” APPEARANCES ARE REQUIRED, notwithstanding the issuance of a Tentative Ruling. Each individual who appears telephonically must have reviewed and must be familiar with the Tentative Ruling.

If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear when a matter is placed on calendar. Individuals making use of the conference call service are cautioned that they do so at their own risk.

Hearings generally will not be rescheduled due to missed connections.

PROCEDURES FOR TELEPHONIC APPEARANCE.

Telephone appearances may be arranged, not later than 9:00 a.m. the day of the hearing, by calling CourtCall at (866) 582-6878 or (310) 743-1886 or going to www.courtcall.com.

Telephonic appearances are connected directly with the courtroom’s public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of car phones, cellular phones, speaker phones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo.

You must be on the line, ready to proceed with your hearing, before the judge takes the bench and calls the calendar. You may initially be in the listening mode, in which case you will be able to hear the case before yours just as if you were in the courtroom. **You must place your phone on “mute” until your matter is called to ensure the quality of the record and to avoid interfering with other hearings in progress.**

At the time of your hearing, the judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court’s teleconferencing system allows more than one speaker to be heard, so the judge can interrupt a speaker to ask a question or redirect the discussion. When the judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the court determines that a person’s conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing telephonically.

JUDGE CLARKSON

NOTICE RE TELEPHONIC APPEARANCE PROCEDURES FOR JUDGE SCOTT C. CLARKSON'S CASES

POLICY GOVERNING TELEPHONIC APPEARANCES

Telephonic appearances are allowed in all matters before Judge Clarkson with the exception of Trials and Evidentiary Hearings (all counsel and all witnesses must appear in person in Courtroom 5C located at 411 West Fourth Street, Santa Ana, CA 92701) and such other matters as designated by the Court as requiring a personal appearance.

No telephonic appearance will be allowed unless it is made through CourtCall, an independent conference call company, pursuant to the procedures set forth in Section II.

Before the hearing, you should check Judge Clarkson's Calendar on the United States Bankruptcy Court website and review any Tentative Ruling concerning the matter on calendar. If the court has issued a Tentative Ruling prior to the hearing, each individual who appears telephonically should have reviewed the Tentative Ruling prior to the hearing. If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the Court may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear.

The 3:00 p.m. deadline for scheduling telephonic appearances noted below is independent of the Tentative Rulings process. Late scheduling of a telephonic appearance is not justified by the fact that Tentative Rulings have not been posted on the Court's website by 3:00 p.m. the day before the hearing.

Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

SCHEDULING A TELEPHONIC APPEARANCE.

By Telephone: Absent an emergency, telephone appearances may be arranged by calling CourtCall at (866) 582-6878 not later than 3:00 p.m. the court day prior to the hearing date. Any request for a telephonic appearance made after the 3:00 p.m. deadline must be Court approved by contacting Judge Clarkson's Chambers at 714-338-5460.

PROCEDURE FOR TELEPHONIC APPEARANCE

Court Call will provide counsel with written confirmation of a telephonic appearance, and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call not later than 10 minutes prior to the scheduled hearing.

CourtCall does not place a call to counsel.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. **To ensure the quality of the record, the use of car phones, cellular phones, speakerphones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies.** Participants should be able to hear all parties without difficulty or echo.

After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The Court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing telephonically.

JUDGE MARK D. HOULE

PROCEDURES REGARDING TELEPHONIC APPEARANCES

Telephonic appearances are allowed in matters before Judge Mark D. Houle in Courtroom 303, except the following:

1. Trials and evidentiary hearings (all counsel and all witnesses must appear in person).
2. Chapter 11 status conferences (debtor's counsel must appear in person; other parties in interest may appear telephonically).
3. Adversary proceeding initial status conferences and pretrial conferences (all trial counsel must appear in person).
4. Chapter 11 and 13 confirmation hearings and Chapter 13 miscellaneous matters (debtor and debtor's counsel must appear in person; and objecting parties and other parties in interest may appear telephonically).
5. Reaffirmation hearings (debtor and debtor's counsel must appear in person; other parties in interest may appear telephonically).
6. Hearings on matters in which a timely opposition has been filed.
7. Any other matter designated by the court as requiring a personal appearance.

In order to appear telephonically counsel must adhere to the following procedure:

Standard Procedure:

Telephone appearances may be arranged by calling Court Call, an independent conference call company, no later than 2:00 p.m. the day prior to the hearing. Counsel may reach Court Call at (888) 882-6878.

Emergency Procedure:

If an unexpected emergency arises that prevents counsel from following the standard procedure detailed above, counsel must telephone chambers and obtain a law clerk's approval to appear telephonically. A law clerk will only approve late requests for legitimate and unanticipated emergencies. Once approved, counsel must notify the courtroom deputy of counsel's approved telephonic appearance. The courtroom deputy may be reached at (951) 774-1085.

Once approved, counsel must also contact Court Call to arrange a telephonic appearance. If Court Call is not able to accommodate counsel's late request or if the Judge's law clerk denies the request, counsel will not be permitted to appear telephonically and counsel must make an appearance in court, as usual.

Individuals choosing to appear telephonically do so at their own risk. Hearings generally will not be rescheduled due to missed connections. Furthermore, in deciding to appear telephonically, counsel is agreeing to waive any prejudice attributable to quality deficiencies or irregularities of the record that may result.

To ensure the quality of the record, the use of cellular phones is prohibited except in the most extreme emergencies. If an individual's cellular phone is causing any interference, the court may ask that individual to disconnect from the hearing, and that individual will be deemed to have waived his or her appearance in the matter. Similarly, if a cellular phone disconnects during a hearing, the party appearing on cellular phone will be deemed to have waived his or her appearance.

* Please note the change is effective as of December 6, 2012, allowing objecting parties to appear telephonically for chapter 13 hearings scheduled on that date.

JUDGE JOHNSON

NOTICE REGARDING APPEARING BY TELEPHONE

POLICY GOVERNING APPEARANCES BY TELEPHONE

Judge Johnson permits appearances by telephone in adversary proceedings for all matters except pre-trial conferences, hearings regarding discovery motions, trials and evidentiary hearings.

In bankruptcy cases, appearances by telephone are permitted for all hearings except the following:

1. Chapter 11, 12 and 13 status conferences (debtor and debtor's counsel must appear in person). Other parties in interest may appear by telephone.
2. Chapter 11, 12 and 13 confirmation hearings.
3. Reaffirmation hearings (debtor and debtor's counsel must appear in person). Other parties in interest may appear by telephone.

No appearance by telephone will be allowed unless it is made through Tele-Court, Inc., an independent conference call company, pursuant to the procedures set forth in Section II. Before requesting an appearance by telephone, you should check Judge Johnson's calendar on the court's website to review any disposition without oral argument or tentative ruling concerning the matter on calendar. Dispositions without oral argument and tentative rulings normally are issued by 3:00 p.m. on the day preceding the scheduled hearing.

Dispositions Without Oral Argument. If the matter has been adequately noticed and no written opposition has been timely filed, the court may decide the matter without oral argument by issuing a "Final Ruling" that states no appearance is necessary. In such instances, the matter will not be heard by the court.

Tentative Rulings. If written opposition has been timely filed, the court may issue a “Tentative Ruling” that states appearances are required. Each individual who appears by telephone must have reviewed and must be familiar with the tentative ruling.

If an individual schedules an appearance by telephone and then fails to respond to the call of a matter on calendar, the court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous appearances by telephone in multiple courts does not excuse a failure to appear when a matter is placed on calendar. Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings are usually not rescheduled due to missed connections.

PROCEDURES FOR APPEARING BY TELEPHONE

Telephone appearances may be arranged, not later than 8:30 a.m. the day of the hearing, by calling Tele-Court, Inc. at (888) 882-6878 or going to www.tele-court.com(link is external). Appearances by telephone are connected directly with the courtroom’s public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of car phones, cellular phones, speaker phones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies.

Participants should be able to hear all parties without difficulty or echo.

You must be on the line, ready to proceed with your hearing, before the judge takes the bench and calls the calendar. You may initially be in the listening mode, in which case you will be able to hear the case before yours just as if you were in the courtroom. You must place your phone on “mute” until your matter is called to ensure the quality of the record and to avoid interfering with other hearings in progress.

At the time of your hearing, the judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The Court’s teleconferencing system allows more than one speaker to be heard, so the judge can interrupt a speaker to ask a question or redirect the discussion. When the judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

Appearances by telephone by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the court determines that a person’s conduct makes appearances by telephone inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing by telephone.

JUDGE JURY

Instructions Regarding Telephonic Appearances for Judge Jury

1. A written request must be mailed or called in to the Courtroom Deputy (951) 774-1091 or the Judicial Assistant (951) 774-1043 at least three (3) days prior to the hearing:
Hon. Meredith A. Jury
United States Bankruptcy Court
1420 Twelfth Street, Suite 345
Riverside, CA 92501-3819

Attention: Judicial Assistant

2. The written or verbal information must contain the following information:
 - a. the name of the case and the bankruptcy case number;
 - b. the date and the time of the hearing and the type of matter to be heard;
 - c. the reason for the telephonic appearance and name of the person who will make the appearance; and
 - d. contact information including address, telephone and fax numbers
3. Once the Judge has reviewed the request, a Court Employee will call and advise that personal appearance is required or fax you information that telephonic appearance has been authorized. The “Telephonic Conferencing Procedures” will be faxed to you. You must arrange for the conference call yourself through the telephone conferencing contact numbers provided by the Judicial Assistant. **YOU ARE RESPONSIBLE FOR FOLLOWING UP AND MAKING THE ARRANGEMENTS FOR THIS CALL.**

Please Note: Telephonic Appearances are not permitted on Contested Calendar matters or the Chapter 13 Calendar.

Permission for Telephonic Appearances is not required on Uncontested Relief From the Automatic Stay Hearings held on Wednesdays at 9:00 a.m.

On Status Conference Hearings a Current Status Conference Report is required.

4. The Judicial Assistant will advise the Courtroom Recorder and Courtroom Deputy of the approval of the request, so that they are aware of the telephonic appearance.

JUDGE VICTORIA S. KAUFMAN

NOTICE RE TELEPHONIC APPEARANCE PROCEDURES FOR JUDGE VICTORIA S. KAUFMAN’S CASES

POLICIES GOVERNING TELEPHONIC APPEARANCES

Telephonic appearances are allowed in all matters before Judge Kaufman in Courtroom # 301 of the San Fernando Valley Division, EXCEPT the following:

1. Trials and evidentiary hearings (Counsel for all parties must appear in person. Witnesses must also appear in person where requested or if they are to be cross-examined.)
2. Chapter 11 Status Conferences (Debtor, debtor’s counsel, and counsel for creditors’ committee, if any, must appear in person.) Other parties in interest may appear telephonically.
3. Adversary Proceeding Initial Status Conferences and Pretrial Conferences (All trial counsel must appear in person unless JUDGE KAUFMAN has authorized appearance by telephone for the adversary proceeding at issue.)
4. Chapter 11 and 12 confirmation hearings (Debtor, debtor’s counsel, and all objecting creditors must appear in person.)
5. Chapter 13 contested matters, other than motions for relief from stay and motions to dismiss filed by the chapter 13 trustee.
6. Any matter designated by the Court as requiring a personal appearance.

No telephonic appearance will be allowed unless it is made through *Court Call*, an independent conference call company, pursuant to the procedures set forth in Section II.

If an individual schedules a telephonic appearance and fails to respond when the matter is called on calendar, the Court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear when a matter placed on the calendar is called.

Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled as a result of missed connections.

SCHEDULING A TELEPHONIC APPEARANCE.

A. Contact *Court Call*

By Telephone: Telephone appearances may be arranged by calling Court Call at (866) 582-6878 no later than 3:00 p.m. the court day prior to the hearing date. Any request for a telephonic appearance made to *Court Call* after this deadline must be Court approved by contacting Judge Kaufman's chambers at (818) 587-2823.

By Written Request: Written requests may only be done if the request is made at least two (2) court days in advance of the hearing date. The facsimile telephone number at *Court Call* is (866) 533-2946.

PROCEDURE FOR TELEPHONIC APPEARANCE.

Court Call will provide counsel with written confirmation of a telephonic appearance and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call not later than 10 minutes prior to the scheduled hearing. *Court Call* does not place a call to counsel. If you do not call and connect with the *Court Call* operator timely, you will be billed for the call and the hearing may proceed in your absence.

Court Call will charge the appearing party directly. If you have questions about the amounts chargeable by Court Call as a result of scheduling or making a telephonic appearance, contact Court Call.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of car phones, cellular phones, speaker phones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo.

At the time of your hearing, you may be placed in a listening mode initially and will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The Court's teleconferencing system allows more than one speaker to be heard so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed upon any deviation from the required procedures or if the Court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing telephonically.

JUDGE SANDRA R. KLEIN

PROCEDURES REGARDING TELEPHONIC APPEARANCES BEFORE THE HONORABLE SANDRA R. KLEIN

Telephonic appearances will be allowed in matters before Judge Sandra R. Klein in Courtroom 1575, except as follows:

1. Adversary proceeding initial status conferences and pretrial conferences (all counsel and all self-represented parties must appear in person).
2. Trials and evidentiary hearings (all counsel, all self-represented parties, and all witnesses must appear in person).
3. Chapter 11 status conferences (debtor's counsel or self-represented debtors must appear in person at every status conference; other parties in interest may appear telephonically).
4. Chapter 11 disclosure statement hearings and chapter 11 confirmation hearings (all counsel and all self-represented parties must appear in person).
5. Chapter 13 hearings (all counsel and all self-represented parties must appear in person).
6. Reaffirmation hearings (debtor and debtor's counsel (if applicable) must appear in person; other parties in interest may appear telephonically).
7. Any other matters for which the Court indicates that a personal appearance is required in a tentative ruling.

All self-represented parties and all counsel must adhere to the following procedures and rules to appear telephonically:

1. Standard Procedure

Telephonic appearances may be arranged by calling Court Call (888-882-6878), an independent conference call company, by 2:00 p.m. the day before the hearing.

2. Emergency Procedure

If an unexpected emergency arises that prevents a self-represented party or counsel from following the "Standard Procedure," the self-represented party or counsel must contact chambers at (213) 894-7741 to request permission to arrange a telephonic appearance

3. Rules during Telephonic Appearances; Waiver of Appearance

The following rules apply for a telephonic appearance:

- a. Parties appearing telephonically must use a landline with a handset or a headset.
- b. Parties appearing telephonically may not:
 - i. Use a cellular phone.
 - ii. Use a speakerphone.
 - iii. Participate from any location with significant ambient noise.

Any self-represented party or any counsel choosing to appear telephonically do so at their own risk. Hearings will not be rescheduled due to missed connections. The Court will not consider any excuses regarding why a connection was not made or why someone is not available when a particular matter is called. If the Court calls a matter and if a self-represented party or counsel does not respond, the self-represented party or counsel will be deemed to have consented to the granting or denial of the motion, whatever the case may be. The Court will not entertain any requests for "second call" for anyone appearing telephonically. Further, when a self-represented party or counsel appear telephonically, they agree to waive any prejudice attributable to resulting quality deficiencies or irregularities of the record.

JUDGE ROBERT N. KWAN

Telephone Appearance Procedures, Judge Robert N. Kwan

SECTION ONE: POLICY GOVERNING TELEPHONE APPEARANCES

Telephone appearances are permitted in all matters before Judge Kwan in Courtroom 1675 with the exception of trials and evidentiary hearings (for which all attorneys and all witnesses must appear in person), Chapter 11 confirmation hearings (for which all attorneys and parties for the plan proponent(s) and any objecting parties must appear in person), and such other matters as designated by the Court as requiring a personal appearance.

No telephone appearance will be allowed unless it is made through CourtCall, an independent conference call company, pursuant to the procedures set forth below in Section Two, or otherwise permitted by the Court.

Before the hearing, you should check Judge Kwan's available hearings dates posted on the court's website, and review any tentative ruling for the matter on calendar.

If an attorney or a party who schedules a telephonic appearance fails to respond to the call of a matter on calendar, the Court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephone appearances in multiple courts does not excuse a failure to appear.

Attorneys and parties making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

SECTION TWO: SCHEDULING A TELEPHONE APPEARANCE

Telephone appearances may be arranged by calling CourtCall at (866) 582-6878. You may arrange for a telephone appearance up until the starting time of the scheduled hearing.

SECTION THREE: PROCEDURE FOR TELEPHONE APPEARANCE

Any attorney or party making a telephone appearance must make arrangements with CourtCall for the appearance, including for payment of any charges for CourtCall's services. CourtCall will provide the attorney or the party with written confirmation of a telephone appearance, and give the attorney or party a telephone number to call to make the telephone appearance. It is the responsibility of the attorney or party making a telephone appearance to call CourtCall not later than 10 minutes before the scheduled hearing. CourtCall does NOT place a call to the attorney or party. If you do not timely call and connect with the CourtCall operator, you may be billed for the call and the hearing may proceed in your absence.

Telephone appearances are connected directly with the Court's public address system and electronic recording equipment so that a normal audio record is produced. To ensure the quality of the audio record:

- NO speaker phones;
- NO cellular phones;
- NO car phones;
- NO public telephone booths, or phones in other public places
- Exceptions only in the most extreme emergencies.

At the time of your hearing, you may initially be in the listening mode, in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing is to proceed. Each time you speak, you should identify yourself for the record. The Court's teleconferencing system allows more than one speaker to be heard, so the judge can interrupt a speaker to ask a question or redirect the discussion. When the judge informs the hearing participants that the hearing is completed, you may disconnect from the call, and the next case will be called.

Telephone appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person's conduct makes telephone appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against an attorney or party appearing by telephone.

JUDGE GERALDINE MUND

NOTICE RE TELEPHONIC APPEARANCE PROCEDURES FOR JUDGE GERALDINE MUND'S CASES

POLICY GOVERNING TELEPHONIC APPEARANCES

Telephonic appearances are allowed in all matters before Judge Mund in Courtroom 303 except the following:

1. Trials and Evidentiary Hearings (all counsel and all witnesses must appear in person).
2. Chapter 11 Status Conferences (debtor and debtor's counsel must appear in person). Other parties in interest may appear telephonically.
3. Chapter 11 or Chapter 13 Confirmation Hearings (debtor, debtor's counsel, and all objecting creditors must appear in person).
4. Hearings on Reaffirmation Agreements (debtor must appear in person).
5. Any matter designated by the court as one requiring a personal appearance.

No telephonic appearance will be allowed unless it is made through CourtCall, an independent conference call company, pursuant to the procedures set forth in Section II.

Before requesting a telephonic appearance, you should check Judge Mund's Calendar on the Court's website: www.cacb.uscourts.gov under tentative rulings for Judge Mund and review the Tentative Ruling concerning the matter. If the court has issued a Tentative Ruling prior to the hearing, each individual who appears telephonically should have reviewed the Tentative Ruling prior to the hearing.

If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear when a matter is placed on calendar.

The 3:00 p.m. deadline for scheduling telephonic appearances noted below is independent of the Tentative Rulings process. Late scheduling of a telephonic appearance is not justified by the fact that Tentative Rulings have not been posted on the court's website by 3:00 p.m. the day before the hearing.

Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

SCHEDULING A TELEPHONIC APPEARANCE

By Telephone: Telephone appearances may be arranged by calling Court Call at (866) 582-6878 not later than 3:00 p.m. the day prior to the court hearing date. Any request for a telephonic appearance made after the 3:00 p.m. deadline must be court approved by contacting Judge Mund's Law Clerk, at (818) 587-2840.

By Facsimile: Use the court-approved "Facsimile Request for Telephonic Appearance Form" located below. Facsimile requests may only be used if the requested appearance is made at least 24 hours in advance of the court hearing date. The facsimile telephone number at Court Call is (866) 533-2946.

PROCEDURE FOR TELEPHONIC APPEARANCE

Court Call will provide counsel with written confirmation of a telephonic appearance, and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call not later than 10 minutes prior to the scheduled hearing. Court Call does not place a call to counsel. If you do not timely call and connect with the Court Call operator, you may be billed for the call and the hearing may proceed in your absence.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. Participants should be able to hear all parties without difficulty or echo.

At the time of your hearing, you may initially be in the listening mode, in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing telephonically.

JUDGE ERNEST ROBLES

INSTRUCTIONS FOR TELEPHONIC APPEARANCES For Judge Ernest Robles United States Bankruptcy Court, Los Angeles Division

Telephone appearances will be arranged through CourtCall, LLC™. CourtCall is an independent conference call company that arranges conference calls nationally for Courts.

It is counsel's responsibility to schedule their telephonic appearance at least 5 Court days prior to the hearing date by contacting CourtCall @ 866-582-6878 or via internet by registering at www.courtcall.com(link is external).

Participants automatically scheduled by the Court for the monthly *adversary status conference or pre-trial conference calendar* will receive a call from a CourtCall Representative to confirm their telephonic appearance prior to the date of their hearing.

Written Confirmation will be provided for each separate CourtCall Appearance. If you have not received a written Confirmation, prior to the hearing date, please contact CourtCall immediately or you may be precluded from the telephonic calendar.

It is the participant's responsibility to dial in to their conference by using the 800 number provided by CourtCall. The CourtCall Operator will not dial out to connect a participant.

Payment: CourtCall accepts two (2) forms of payment:

1. Credit or Debit Card
2. CourtCall Debit Account

***Please contact CourtCall for more detailed information, not the Court.

Do not argue with CourtCall or request special treatment. CourtCall's function is no more than to offer you the opportunity to appear by telephone. Your election to appear by telephone constitutes your agreement for telephonic appearances.

At the time of the hearing, you will initially be placed in "Listen-only" mode and able to hear all proceedings just as if you were in the courtroom. Your line will be placed "Live" once the Judge calls your case. Each time a participant speaks to the Court, he or she must identify themselves for the record. When the Judge informs the participants that the hearing is completed, the participants may disconnect and the next case will be called. Please remain on line if you are appearing on multiple cases on the same calendar.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure a quality record, the use of car phones, public telephone booths, or phones in other public places is **prohibited** except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo. The system also allows more than one speaker to be heard so that the Judge can interrupt a speaker to ask a question or redirect the discussion.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, or a permanent prohibition against a person appearing telephonically.

JUDGE BARRY RUSSELL

Honorable Barry Russell, Bankruptcy Judge, Procedures Regarding Telephonic Appearances

1. Telephonic appearances are permitted by Judge Russell on a case by case basis for extreme emergencies only. To request a telephonic appearance, contact Judge Russell's Courtroom Deputy, Stacey Fortier, as soon as possible at the following phone number: (213) 894-3687.
2. Provide the Courtroom Deputy with the following information
 - a. the name of the case and the bankruptcy case number or adversary proceeding number;
 - b. the date and the time of the hearing;
 - c. the reason for the telephonic appearance; and
 - d. your telephone number.
3. If Judge Russell approves the request, the Courtroom Deputy will advise you of the telephone number to call for a telephone conference call.
4. If Judge Russell denies the request, the Courtroom Deputy will advise you.

JUDGE DEBORAH J. SALTZMAN

POLICIES GOVERNING TELEPHONIC APPEARANCES

Telephonic appearances are allowed in all matters before Judge Deborah J. Saltzman without prior approval, except the following:

1. Trials and evidentiary hearings (all counsel and all witnesses must appear in person).
2. Chapter 11 status conferences (debtor's counsel must appear in person; other parties in interest may appear telephonically).
3. Adversary proceeding initial status conferences and pretrial conferences (all trial counsel must appear in person).
4. Chapter 11 and 13 confirmation hearings (debtor, debtor's counsel, and all objecting parties must appear in person).
5. Reaffirmation hearings (debtor and debtor's counsel must appear in person; other parties in interest may appear telephonically).
6. Any matter designated by the court as requiring a personal appearance.

All telephonic appearances must be arranged through Court Call, an independent conference call company, pursuant to the procedures set forth in Sections II and III.

Before requesting a telephonic appearance, counsel should check Judge Saltzman's calendar on the court's website (www.cacb.uscourts.gov) to review any tentative ruling concerning the matter on calendar (to view the calendar, click on Tentative Rulings). Each party who appears telephonically will be expected to have reviewed and be familiar with the applicable tentative ruling.

Please be aware that individuals making telephonic appearances do so at their own risk. Absent extraordinary circumstances, hearings will not be rescheduled due to missed connections. If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court

may pass the matter, treat the failure to respond as an intent to accept the tentative ruling, or treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear.

HOW TO ARRANGE A TELEPHONIC APPEARANCE

Counsel should arrange telephone appearances by calling Court Call at (866) 582-6878. You may arrange for a telephone appearance up until the starting time of the scheduled hearing. It is recommended that you contact Court Call not later than 8:30 a.m. the day of the hearing.

If Court Call is not able to accommodate counsel's late request, counsel will not be permitted to appear telephonically and must make an appearance in court as usual.

PROCEDURE FOR TELEPHONIC APPEARANCE

Court Call will provide counsel with written confirmation of a telephonic appearance and will give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call prior to the scheduled hearing. Court Call does not place a call to counsel. Court Call charges a fee for a telephonic appearance. If you do not call and connect the Court Call operator in a timely manner, you will be billed for the call, the hearing may proceed in your absence, and the court may treat your absence as a failure to appear.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment. Participants should be able to hear all parties without difficulty, echo or other interference. To ensure the quality of the record, the use of cellular phones is prohibited except in the most extreme emergencies. If an individual's cellular phone is causing any interference, the court may ask that individual to disconnect from the hearing, and that individual will be deemed to have waived his or her appearance in the matter. Similarly, if a cellular phone disconnects during a hearing, the party appearing on cellular phone will be deemed to have waived his or her appearance.

After you have placed your call to the Court Call, at the time of your hearing, you may initially be in the listening mode, in which case you will be able to hear the matters before yours just as if you were in the courtroom. After your call is connected to the courtroom, the judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court's teleconferencing system allows more than one speaker to be heard, so the judge can interrupt a speaker to ask a question or redirect the discussion. When the judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the court determines that an individual's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against an individual appearing telephonically.

JUDGE ERITHE SMITH

TELEPHONIC APPEARANCE PROCEDURES JUDGE ERITHE SMITH

Beginning with hearings scheduled for dates on or after November 6, 2012, Judge Smith will allow appearances by video through CourtCall. There is an additional fee for those wishing to utilize CourtCall's video capabilities. You need not pay the additional fee if you do not want the additional video service. At this time, only attorneys are permitted to appear by video. What this means for those appearing in Judge Smith's courtroom is the following:

- Should they wish to do so, those who have paid the additional fee will be able to view images of the judge and other persons appearing by video during their appearances.
- Should they wish to do so, those who have paid the additional fee and who have the appropriate computer and sufficient bandwidth will be able to transmit video to the courtroom and to other persons appearing via CourtCall at the hearing.
- Those who do not have internet access or who choose not to participate by video may still make telephonic appearances, without video participation and without paying an additional fee.
- Those who do not have the ability to transmit video may nevertheless pay the additional fee and view images of the judge and other persons appearing by video through CourtCall if they so desire.

POLICY GOVERNING TELEPHONIC/VIDEO APPEARANCES

Telephonic or video appearances are allowed in all matters before Judge Smith in Courtroom 5A except the following:

1. Trials and Evidentiary hearings (all counsel and all witnesses must appear in person).
2. Contested Chapter 11 Confirmation Hearings (debtor, debtor's counsel, and all objecting creditors must appear in person). All other parties in interest may appear telephonically.
3. Hearings on Reaffirmation Agreements (debtor must appear in person).
4. Any matter designated by the Court as one requiring a personal appearance.

No telephonic or video appearance will be allowed unless it is made through CourtCall, an independent conference call company, pursuant to the procedures set forth in Section II.

Before requesting a telephonic appearance, you should check Judge Smith's Calendar on the Court's website (www.cacb.uscourts.gov) and review any Tentative Ruling concerning the matter on calendar. If the Court has issued a Tentative Ruling prior to the hearing, each individual who appears telephonically should have reviewed the Tentative Ruling prior to the hearing.

If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may pass the matter, treat the failure to respond as an intent to accept the tentative ruling, or treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear.

Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

Parties are also cautioned to consider whether their cases are ones suitable to telephonic appearance. On closer, contested matters, there is no doubt that personal presence adds weight to the presentation of the case.

SCHEDULING A TELEPHONIC/VIDEO APPEARANCE

Telephonic and video appearances may be arranged by calling CourtCall at (866) 582-6878 until the start of the scheduled hearing.

PROCEDURE FOR TELEPHONIC/VIDEO APPEARANCE

CourtCall will provide counsel with written confirmation of a telephonic or video appearance and give counsel a number to call to make the telephonic or video appearance. It is counsel's responsibility to dial in to the call not later than 10 minutes prior to the scheduled hearing. CourtCall does not place a call to counsel.

Telephonic and video appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record:

- No car phones
- No cellular phones
- No speaker phones
- No public telephone booths, or phones in other public places

Exceptions to these restrictions may be permitted only in the most extreme circumstances.

At the time of your hearing you may initially be in the listening mode, in which case you will be able to hear the case before yours, just as if you were in the courtroom. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak you should identify yourself for the record. The Court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

Telephonic and video appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person's conduct makes telephonic or video appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing telephonically or by video.

Please note the following:

- If you do not have sufficient bandwidth, computer memory and processing speeds, you will not have an optimal experience.
- Do not attempt to transmit your video as part of a hearing unless you have already tested your bandwidth and computer for CourtCall's minimum requirements.
- Do not attempt to participate via speakerphone, as the sound quality is unacceptable. You must use a handset or a headset to participate remotely.
- Do not participate from an outdoor location or from any other location with significant ambient noise.

- Video that is not properly transmitted will be terminated by the court and your participation will be by audio only. (Your additional payment for video services will not be refunded.)
- If your audio connection produces extraneous noise or static, your line will be muted and, if necessary, disconnected. (Any fee that you paid to CourtCall for the appearance will not be refunded.)

Please remember to review CourtCall's procedures on audio and video etiquette.

Recording or retransmission of audio or video from the courtroom is strictly prohibited and may subject offending parties to sanction or other penalties.

JUDGE MAUREEN A. TIGHE

PROCEDURES REGARDING TELEPHONIC APPEARANCES

Telephonic appearances before Judge Maureen A. Tighe in Courtroom 302 are generally allowed. No telephone appearances are allowed for evidentiary hearings or trials, unless otherwise ordered by the court. In order to appear telephonically, counsel must adhere to the following procedure:

Standard Procedure

At least 48 hours prior to the hearing, counsel must call Court Call, an independent conference call company, to arrange their telephonic appearance. Counsel may reach Court Call at (888) 882-6878.

Emergency Procedure (Approval requested without 48 hours' notice)

If an unexpected emergency arises that prevents counsel from following the standard procedure detailed above, counsel must telephone chambers and obtain a law clerk's approval to appear telephonically. Late requests will only be approved for legitimate and unanticipated emergencies. Once approved, counsel must contact Court Call to arrange a telephonic appearance. If Court Call is not able to accommodate counsel's late request or if the Judge's law clerk denies the request, counsel will not be permitted to appear telephonically and counsel must make an appearance in court, as usual.

Individuals choosing to appear telephonically do so at their own risk. Hearings generally will not be rescheduled due to missed connections. Furthermore, in deciding to appear telephonically, counsel is agreeing to waive any prejudice attributable to quality deficiencies or irregularities of the record that may result. Please be advised that poor reception will cause counsel's appearance to be disconnected. Repeated poor connections may cause counsel to be banned from future telephonic appearances.

If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear when a matter is placed on calendar. Before appearing, check Judge Tighe's calendar and review any tentative ruling on Court's website.

JUDGE WALLACE

PROCEDURES REGARDING TELEPHONIC APPEARANCES

Prior Court Approval Required

- A. Prior Court approval of telephonic appearances is required for the following matters:
1. Sale motion;
 2. Cash collateral motion;
 3. Chapter 11 Plan confirmation or Disclosure Statement approval or Chapter 13 Plan confirmation;
 4. Motion for approval of debtor-in-possession financing;
 5. Evidentiary hearing and trial;
 6. Status conference;
 7. Pretrial conference;
 8. Reaffirmation hearing; or
 9. Any matter designated by the Court as requiring a personal appearance.
- B. To obtain Court approval in order to appear telephonically, no later than 3 court days prior to the hearing send an email to the Law Clerk(link sends e-mail) entitled (subject line) “Telephonic Appearance Request” and the following information:
1. Case name and bankruptcy case number (and adversary case number, if any);
 2. Date and time of hearing;
 3. Calendar number (or statement that such has not yet been assigned);
 4. Type of hearing;
 5. Party represented;
 6. Reason telephonic appearance is sought; and
 7. Contact information, including email address and telephone number.

The law clerk will advise whether your request has been approved. If your request is approved, you will be responsible for making the arrangements for the conference call using CourtCall (toll-free 888-882-6878; or 310-342-0888).

Prior Court Approval Not Required

- A. Prior Court approval is not required for telephonic appearances in all matters other than those listed in Part I.A. Additionally, Prior Court approval is not required if you will solely be monitoring a proceeding and do not intend to advance a position in a matter listed in Part I.A.
- B. You must still notify the Court of your telephonic appearance, no later than 3 court days prior to the hearing, by sending to MW_Chambers@cacb.uscourts.gov(link sends e-mail) an email entitled “Telephonic Appearance Notification” and containing all of the information requested in Part I.B.

After you have received confirmation that the Court has noted your telephonic appearance, you must arrange the conference call using CourtCall (toll-free 888-882-6878; or 310-342-0888).

Conduct During Telephonic Appearances

After CourtCall has connected your phone line to the courtroom please put your phone on mute until your calendar number is called, to avoid interfering with other hearings in progress. Speaker

phones are never allowed. No cell phones are allowed without a very good reason. By appearing telephonically, you assume the risks of any and all technical problems that may occur during the call.

JUDGE YUN

POLICIES GOVERNING TELEPHONIC APPEARANCES

Telephonic appearances are allowed in all matters before Judge Yun without prior approval, except the following:

1. Trials and evidentiary hearings (all counsel and all witnesses must appear in person).
2. Chapter 11 status conferences (debtor's counsel must appear in person; other parties in interest may appear telephonically).
3. Adversary proceeding initial status conferences (all trial counsel must appear in person).
4. Adversary proceeding pretrial conferences (all trial counsel must appear in person).
5. Chapter 11 confirmation hearings (debtor, debtor's counsel, and all objecting parties, or their counsel, must appear in person).
6. Chapter 13 confirmation hearings (debtor and debtor's counsel must appear in person, but objecting parties may appear telephonically).
7. Reaffirmation hearings (debtor and debtor's counsel must appear in person; other parties in interest may appear telephonically).
8. Any matter designated by the Court as requiring a personal appearance.

All telephonic appearances must be arranged through CourtCall, an independent conference call company, pursuant to the procedures set forth in Sections II and III. CourtCall charges a fee for telephonic appearances.

Before requesting a telephonic appearance, the individual appearing should check Judge Yun's calendar to review any disposition without oral argument or tentative ruling concerning the matter on calendar by clicking on Tentative Rulings. The calendar may be found on the Court's website (www.cacb.uscourts.gov). Each individual who appears telephonically will be expected to have reviewed and be familiar with the applicable tentative ruling.

Please be aware that individuals making telephonic appearances do so at their own risk. Absent extraordinary circumstances, hearings will not be rescheduled due to missed connections. If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the Court may trail the matter, treat the failure to respond as an intent to accept the tentative ruling, or treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear.

HOW TO ARRANGE A TELEPHONIC APPEARANCE

An individual should arrange telephone appearances by calling CourtCall, an independent conference call company, no later than 3:00 pm the day prior to the hearing. You may reach CourtCall at (866) 582-6878 or by going to www.courtcall.com. ([link is external](#))

If CourtCall is not able to accommodate an individual's late request, the individual will not be permitted to appear telephonically and must make a personal appearance in Court.

PROCEDURE FOR TELEPHONIC APPEARANCE

CourtCall will provide the individual appearing with written confirmation of a telephonic appearance and will provide a number to call to make the telephonic appearance. It is the individual's responsibility to dial in to the call prior to the scheduled hearing. CourtCall does not place a call to those appearing. If you do not call and connect to the CourtCall operator in a timely manner, you will be billed for the call, the hearing may proceed in your absence, and the Court may treat your absence as a failure to appear.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment. Participants should be able to hear all parties without difficulty, echo or other interference. To ensure the quality of the record, the use of cellular phones is prohibited except in the most extreme emergencies. If an individual's cellular phone is causing any interference, the Court may ask that individual to disconnect from the hearing and the individual will be deemed to have waived his or her appearance in the matter. Similarly, if a cellular phone disconnects during a hearing, the party appearing by cellular phone will be deemed to have waived his or her appearance.

After you have placed your call to CourtCall you may initially be in the listening mode, in which case you will be able to hear the matters before yours just as if you were in the courtroom. After your call is connected to the courtroom, the judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The Court's teleconferencing system allows more than one speaker to be heard, so the judge can interrupt a speaker to ask a question or redirect the discussion. When the judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

COMPLIANCE

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the court determines that an individual's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, or a permanent prohibition against an individual appearing telephonically.

JUDGE VINCENT P. ZURZOLO

PROCEDURE FOR REQUESTING AND MAKING TELEPHONIC APPEARANCE

Honorable Vincent P. Zurzolo, United States Bankruptcy Judge

Judge Zurzolo approves some requests for telephonic appearances at hearings and status conferences. He does not approve telephonic appearances for: (1) pre-trial conferences; (2) chapter 13 plan confirmation hearings; (3) chapter 13 miscellaneous hearings; or (4) attorneys who have not filed papers in connection with the hearing/status conference. Please follow the guidelines below:

Check Tentative Rulings

It is possible that a matter has been posted "no appearance required." Please check the "Tentative Rulings" link on the main page of the court's website at www.cacb.uscourts.gov.

Monday Chapter 13 Confirmation & Miscellaneous matters—no tentative rulings.

Tuesday hearings—tentative rulings are posted the prior Thursday or Friday.

Thursday hearings/status conferences—tentative rulings are posted the prior Tuesday.

Advance Request

At least 2 full court days prior to a hearing or status conference, contact Judge Zurzolo's law clerk (213-894-3721 or 213-894-3755). Please provide the following information:

- Confirm that you have read all of these procedures
- Identify type of paper filed for this matter (e.g., motion, opposition, joint status report, etc.)
- Date and time of hearing/status conference
- Name & BK case number of Debtor, and Adversary Proceeding number (if applicable)
- Name & phone # of attorney requesting appearance
- Confirmation that the attorney is either admitted to practice in the Central District of California or has received court approval to appear pro hac vice
- Name of client
- Specific reason(s) for request (location, unavoidable scheduling, emergency, etc.)

A clerk will promptly call back to provide notice of Judge Zurzolo's decision.

Conditions for Approval

If only one attorney is approved for a specific time, that attorney has the choice to call the chambers line directly or via Court Call on the day of the hearing/status conference.

If more than one attorney is approved for a specific time, all approved attorneys must call together on one line, as there is only one phone line available in the courtroom. The first attorney approved has the choice of calling chambers directly via conference call, or having all approved attorneys use a pay service. All attorneys approved must cooperate to place the call.

Making the Telephonic Appearance on the Day of the Hearing/Status Conference

TIME—Call 10 minutes prior to the hearing/status conference (213-894-3755).

METHOD—Call on a regular land-line. Absolutely no cell phones or speaker phones.

***Court Technology Manual**

(http://www.cacb.uscourts.gov/sites/cacb/files/documents/court-manual/CtManual_Sec5.pdf)

5.3 Teleconferencing

- (a) **Availability.** A number of judges at the court accommodate counsel or other parties by making telephonic appearances available, within guidelines, for those unable to appear in the courtroom. To determine if a judge offers telephonic appearances and obtain specific telephonic appearance procedures, contact the appropriate courtroom deputy. (See *Appendix A.*)
- (b) **Connection.** All remote parties are connected to the courtroom sound system, and their participation is recorded as part of the official court record.
- (c) **Procedures and Contact Information.** Some of the participating judges provide telephonic appearance procedures and contact information on the court's website, [www.cacb.uscourts.gov/Information->Judges' Procedures/Information](http://www.cacb.uscourts.gov/Information->Judges'Procedures/Information).
- (d) **Fees.** Users of telephonic appearance services are responsible for all expenses charged by vendors.

5.4 Videoconferencing

- (a) **Availability.** Videoconferencing is provided by the court in every division to accommodate counsel or other parties that are unable to appear in the courtroom. Videoconferencing uses two-way audio and video monitors to connect parties between a courtroom and an off-site location.
- (b) **Connection.** All remote parties are connected to the courtroom video system, and their participation is recorded as part of the official court record.
- (c) **Procedures and Contact Information.**
 - (1) **Obtain approval for scheduling a videoconference court hearing.** Approval to use videoconferencing must be obtained to utilize the system. Contact the judge's courtroom deputy or law clerk to request approval for scheduling a videoconference hearing. See *Appendix A* for courtroom deputy/law clerk contact information.
 - (2) **Test the videoconferencing equipment and connection.**
 - (A) A connection test between the off-site location and the court must be conducted before scheduling a hearing. The test will

Section 5 - Other Court Technology

determine if equipment between the locations is compatible. It also allows the users to gain familiarity with the videoconferencing equipment and process.

- (B) Contact the court's Courtroom Technology Specialist at (213) 894-8264 to schedule a test date or discuss technical issues. System compatibility must be confirmed before a hearing date is scheduled.
- (3) Schedule the videoconference hearing. Contact the judge's courtroom deputy to schedule the videoconference hearing. Be sure to inform the courtroom deputy that all videoconferencing requirements specified by the court's Courtroom Technology Specialist have been met. The courtroom deputy will provide the procedures and time frames for connecting to the hearing.
- (d) **Fees.** Ordinarily, the court will not charge a fee for the use of videoconferencing. However, if videoconferencing results in the imposition of charges on the judiciary, then the party seeking permission for videoconferencing may be required to pay those costs. Users of videoconference appearance services are responsible for all expenses charged by vendors.
- (e) **Technical Specifications.**
 - (1) Comply with the telecommunications industry standard H.320 specification for videoconferencing via the ISDN circuits.
 - (2) Have a minimum of three BRI (Basic Rate Interface) circuits with a total circuit equivalent to 384Kbs bandwidth.
 - (3) Connect using either of the following methods:
 - (A) Bonding 0 (using all six telephone numbers); or
 - (B) Bonding 1 (using one telephone number).
 - (4) Have the capability of properly viewing all litigants attending and/or participating in the hearing.
 - (5) Have a microphone system capable of properly picking up the voices of all participants.

4. EASTERN DISTRICT OF CALIFORNIA: Telephonic Conferencing

LOCAL RULE 7065-1. TEMPORARY RESTRAINING ORDERS

(a) Notice to Affected Parties. Any party seeking a temporary restraining order in the absence of actual notice to the affected parties and/or counsel shall comply with the requirements of Fed. R. Civ. P. 65(b). Appropriate notice would inform the affected parties and/or counsel of the intention to seek a temporary restraining order, the date and time for hearing to be requested of the Court, whether the judge will permit a counsel to appear by telephone, and the nature of the relief requested. Once a specific time and location has been set by the Court, additional notice of the time and location of the hearing shall be given.

LOCAL RULE 9014-1. MOTION CALENDAR AND PROCEDURE

(g) Evidentiary Hearings.

(2) Telephonic appearances are not allowed at evidentiary hearings.

(h) Oral Argument; Removal from Calendar; Tentative Rulings. Unless the assigned judge determines that the resolution of the motion does not require oral argument, he or she may hear appropriate and reasonable oral argument. Alternatively, the motion may be submitted upon the record and briefs on file if the parties stipulate thereto, or the judge so orders, subject to the power of the judge to reopen the matter for further briefs, oral argument or both. Parties can ascertain which matters are resolved without oral argument and can view tentative rulings by checking the Court's website at (www.caeb.uscourts.gov) after 4:00 P.M. the day before the hearing. Parties appearing telephonically shall view the tentative ruling prior to the hearing.

(l) Sanctions. Failure to comply with the requirements of this Local Rule or the provisions of other Local Rules applicable to motion practice shall constitute grounds, without limitation, to deny the motion, strike late-filed pleadings and documents, continue the hearing on the motion, deem the moving party to have waived the time limitations of 11 U.S.C. § 362(e), deny the offending party the ability to appear by telephone, or assess other appropriate sanctions.

***OFFICE OF THE CLERK U.S. BANKRUPTCY COURT EASTERN DISTRICT OF CALIFORNIA (Revised January 30, 2008)**

(<http://www.caeb.uscourts.gov/documents/Forms/Misc/gentnerinstructions.pdf>)

TELEPHONIC COURT APPEARANCE THROUGH COURT CALL CONFERENCE SERVICE

I. POLICIES AND PROCEDURES GOVERNING TELEPHONE APPEARANCES:

Provided they adhere to these policies and procedures, attorneys and parties may appear by telephone in connection with most non-evidentiary hearings. Unless a personal appearance is excused in advance, telephonic appearances are not allowed in the following instances:

1. Initial Chapter 11 Status Conferences, debtor and debtor's counsel must appear in person. Others may appear telephonically.
2. Chapter 11 and 12 Confirmation Hearings.
3. Pretrial Conferences (as distinguished from status conferences and trial setting conferences), trial counsel must appear in person except in the Fresno Division.
4. Trials and Evidentiary Hearings.
5. Any matter designated by the court as requiring a personal appearance.

If the court has issued a tentative ruling or prehearing disposition, each individual who appears telephonically shall have reviewed and shall be familiar with the tentative ruling or prehearing disposition. Failure to comply with this requirement constitutes a waiver of the opportunity to appear telephonically at the hearing.

The deadline for scheduling telephonic appearances (see page 2) is independent of the issuance of tentative rulings and prehearing dispositions. Late scheduling of a telephonic appearance is not justified by the fact that tentative rulings or prehearing dispositions have not been posted on the court's Internet site prior to the deadline for scheduling a telephone appearance.

If an individual who has scheduled a telephonic appearance does not respond to the call of a matter on calendar, the court may pass the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts or departments does not excuse a failure to appear when a matter is called on calendar. Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

II. SCHEDULING A TELEPHONIC APPEARANCE:

You may schedule a telephonic appearance for any division or department by following the telephone or facsimile request instructions outlined below:

By Telephone: Telephone appearances may be arranged by calling Court Call at (866) 582-6878.

By Facsimile: Use the court approved Facsimile Request for Telephonic Appearance Form located under the Calendars section of the court's website at www.caeb.uscourts.gov and send it to Court Call at its facsimile number (888) 533-2946.

Whether arranged by telephone or by facsimile, the telephone appearance must be arranged 24 hours in advance.

5. NORTHERN DISTRICT OF CALIFORNIA: Telephonic Conferencing

9013-2. MOTIONS; TO WHOM MADE.

(a) Assigned Case. Motions, applications and objections will be determined by the Judge to whom the case or proceeding is assigned, except as may be otherwise ordered by the assigned Judge. In the Judge's discretion, or upon request by counsel and with the Judge's approval, a motion may be determined without oral argument, or by conference telephone call.

9045-1. DISPUTE RESOLUTION PROCEDURES.

(b) Initial Telephonic Conference. As soon as practicable after notification of appointment, the Resolution Advocate shall conduct a telephonic conference with counsel for the parties to provide preliminary information to the Resolution Advocate concerning the nature of the Matter, the expectations of the parties, and anything else which will facilitate the process.

9045-2. ATTENDANCE AT BDRP CONFERENCE.

(b) Telephonic Appearance. A party or lawyer who is excused from appearing in person at the BDRP conference may be required to participate by telephone.

JUDGE EFREMSKY

C. Telephonic Appearance

Judge Efremsky allows counsel to appear telephonically on most matters. Please review the Policy and Procedure for Appearance by Telephone in the Oakland Procedures section of the Court's website.

Telephonic appearances are arranged through CourtCall. All parties using this service must have an account or make arrangements to set one up well in advance of the hearing. To make a reservation to appear telephonically, a participant should call CourtCall at (866) 582-6878. The coordinator will need the hearing date and time, the name of the judge, the case name and number, the name and phone number of the attorney appearing and verification that a CourtCall account has been set up.

JUDGE HANNAH BLUMENSTIEL AND JUDGE DENNIS MONTALI

The following procedures apply in the San Francisco Division for telephone appearances by counsel or parties appearing in propria persona:

1. Permitted Appearances.

In general, telephonic appearances are permitted except in situations where the party or counsel:

will be examining witnesses;

is the proponent of a chapter 11 disclosure statement or plan;

is counsel for a client who is present in court; or

is directed by the court to appear personally.

There are no restrictions on eligibility to appear by telephone based upon the geographic location of the counsel or the party. The Court does not require advance permission for telephonic appearances.

2. Procedure for Arranging for Telephonic Appearances.

Telephonic appearances are arranged through CourtCall. All parties/counsel using this service must have an account or make arrangements to set one up well in advance of the hearing.

Appearances are arranged by reservation. To make a reservation, a participant should call 1-866-582-6878 no later than 4:00 p.m. PT the day before the appearance. (Failure to make a reservation no later than 4:00 PM the day before the hearing may result in the inability of CourtCall to arrange for the appearance.) Note however, CourtCall will not process telephonic appearances unless an account has been set up. The coordinator will need:

court date and time;

name of judge;

case name and number;

name and phone number of the attorney appearing;

verification that a CourtCall account has been set up.

After scheduling a reservation, attorneys will receive a confirmation, either by fax or e-mail, providing the party with dial-in information and telephonic instructions. Attorneys are required to notify CourtCall of any appearance substitutions.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure a quality record, the court prohibits the use of car phones, cellular phones, public telephone booths, or phones in other public places except in emergencies or unless the presiding judge has consented. Participants should be able to hear all parties without difficulty or echo.

At the time of the hearing, a participant may initially be able to hear the matter(s) preceding his or her case. After a call is connected to the courtroom, the courtroom deputy will call the case. The presiding judge will ask for appearances and direct the manner in which the hearing proceeds. Each time a participant speaks, he or she should identify himself or herself for the record. The court's teleconferencing system allows more than one speaker to be heard so that the judge can interrupt a

speaker to ask a question or redirect the discussion. When the judge informs the participants that the hearing is completed, the participants may disconnect and the next case will be called.

Failure to comply with these procedures may result in the imposition of sanctions. Sanctions may include dropping the matter from the calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, or a temporary or permanent prohibition against a person/firm appearing telephonically.

When the court conducts a telephone conference on short notice and uses CourtCall, it may designate one party to bear the entire cost of the conference call. The court may on occasion initiate calls to one or two persons directly without use of a conference operator. In those instances, the courtroom deputy will contact parties to inform them of the arrangements.

Because the courtroom deputy is usually in court prior to the initiation of any particular call, last minute changes are generally impossible to handle and are discouraged.

Judge Montali's Courtroom Deputy is Ms. Lorena Parada (415-268-2323 or Lorena_Parada@canb.uscourts.gov (link sends e-mail)). Judge Blumenstiel's Courtroom Deputy is Mr. Benjamin Gapuz (415-268-2362 or Benjamin_Gapuz@canb.uscourts.gov (link sends e-mail)).

JUDGE ELAINE HAMMOND

1. Permitted Appearances.

In general, telephonic appearances are permitted except in situations where the party or counsel:

will be examining witnesses;

is the proponent of a chapter 11 disclosure statement or plan;

is counsel for a client who is present in court; or

is directed by the court to appear personally.

There are no restrictions on eligibility to appear by telephone based upon the geographic location of the counsel or the party.

2. Procedure for Arranging for Telephonic Appearances.

Telephonic appearances are arranged through Court Conference. All parties/counsel using this service must have an account or make arrangements to set one up well in advance of the hearing. If you do not have an account established with Court Conference, you must provide a credit card number at the time of making your reservation.

Appearances are arranged by reservation. To make a reservation, call 1-866-582-6878 no later than 4:00 p.m. PT the day before the appearance.

Shortly before the Court is ready to call your matter, the Court Conference operator will contact the participant as prearranged. All participants MUST be available when called. If the participant is not

available when called, the participant will be billed for the call and the hearing may proceed in the participant's absence. The Court may impose sanctions as set forth below.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure a quality record, the use of speaker phones, cellular phones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo.

At the time of the hearing you may initially be in the listening mode, in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the Courtroom Deputy will call the case. The Judge will ask for appearances and direct the manner in which the hearing proceeds. Each time a participant speaks, he or she must identify himself or herself for the record. The Court's teleconferencing system allows more than one speaker to be heard so that the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, the participants may disconnect and the next case will be called.

Telephonic appearances by multiple participants are only possible where there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or where the court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping the matter from the calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction of \$100 or more, or a temporary or permanent prohibition against a person/firm appearing telephonically.

When the Court conducts a telephone conference on short notice and uses Court Conference, it may designate one party to bear the entire cost of the conference call. The Court may on occasion initiate calls to one or two persons directly from chambers without use of a conference operator. In those instances, the Courtroom Deputy will contact parties to inform them of the arrangements.

Because the Courtroom Deputy is usually in Court prior to the initiation of any particular call, last minute changes are generally impossible to handle and are discouraged.

Judge Hammond's Courtroom Deputy is Anna Rosales, 408-278-7581, anna_rosales@canb.uscourts.gov (link sends e-mail).

JUDGE ALAN JAROSLOVSKY

TELEPHONIC CONFERENCES AND APPEARANCES

A. Definitions

- A conference call is a call placed by a party using the conference call operator. The call is placed at a special time designated by the calendar clerk. Conference calls are NOT held during normal court calendars.
- A telephonic appearance is an appearance by telephone during a regular court calendar.

B. Conference Calls

Because of the wide geographic area of this division, the Court encourages the use of conference calls and will usually order hearings to be held by telephone at the request of a party if counsel cannot so stipulate.

Conference calls are discouraged only when one party is in pro per. In-house conferencing systems may not be used in lieu of the conference call operator. All conference calls must be arranged through Dan Sondheim by telephone at 707-547-5920 or by email at Dan_Sondheim@canb.uscourts.gov. It is the responsibility of the plaintiff in status conferences and the moving party in other matters to arrange the conference call.

C. Telephonic Appearances

Effective April 4, 2011, we will begin using “CourtCall” on a test basis for telephonic courtroom appearances. To request a telephonic appearance, call the CourtCall reservation line at (866) 582-6878. The request must be made at least 48 hours (exclusive of weekends and holidays) before the hearing. To learn more about the procedures go to the website: www.courtcall.com.

Only attorneys who file electronically (ECF Registered Participants) may appear telephonically. Pro se parties, including attorneys representing themselves, may not appear telephonically. If the attorney appearing by phone does not respond immediately when the case is called, the matter will be deemed submitted.

D. Limitations

Telephonic appearances or conference calls are generally not permitted in discovery disputes, contested disclosure statement hearings, or hearings on orders to appear or orders to show cause where the order does not permit a telephonic appearance without leave of court. Exceptions can be granted only by the Judge upon ex parte application.

JUDGE STEPHEN L. JOHNSON

1. Permitted Appearances.

In general, telephone appearances are permitted except in situations where the party or counsel:

- will be examining witnesses;
- is the proponent of a chapter 11 disclosure statement or plan;
- is counsel for a client who is present in court; or
- is directed by the court to appear personally.

There are no restrictions on eligibility to appear by telephone based upon the geographic location of the counsel or the party.

2. Procedure for Arranging for Telephonic Appearances.

Telephonic appearances are arranged through Court Conference. All parties/counsel using this service must have an account or make arrangements to set one up well in advance of the hearing. If you do not have an account established with Court Conference, you must provide a credit card number at the time of making your reservation.

Appearances are arranged by reservation. To make a reservation, call 1-866-582-6878 no later than 4:00 p.m. PT the day before the appearance.

Shortly before the Court is ready to call your matter, the Court Conference operator will contact the participant as prearranged. All participants MUST be available when called. If the participant is not available when called, the participant will be billed for the call and the hearing may proceed in the participant's absence. The Court may impose sanctions as set forth below.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure a quality record, the use of car phones, cellular phones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo.

At the time of the hearing you may initially be in the listening mode, in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the Courtroom Deputy will call the case. The Judge will ask for appearances and direct the manner in which the hearing proceeds. Each time a participant speaks, he or she must identify himself or herself for the record. The Court's teleconferencing system allows more than one speaker to be heard so that the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, the participants may disconnect and the next case will be called.

Telephonic appearances by multiple participants are only possible where there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or where the court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping the matter from the calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction of \$100 or more, or a temporary or permanent prohibition against a person/firm appearing telephonically.

When the Court conducts a telephone conference on short notice and uses Court Conference, it may designate one party to bear the entire cost of the conference call. The Court may on occasion initiate calls to one or two persons directly from chambers without use of a conference operator. In those instances, the Courtroom Deputy will contact parties to inform them of the arrangements.

Because the Courtroom Deputy is usually in Court prior to the initiation of any particular call, last minute changes are generally impossible to handle and are discouraged.

Judge Johnson's Courtroom Deputy is Anna Lee, (408) 278-7515.

JUDGE CHARLES NOVACK

5. Telephonic Hearings. Judge Novack encourages counsel to appear telephonically when appropriate because of the savings in time and cost.

Counsel may not appear telephonically at:

- (1) Chapters 9, 11 and 12 plan confirmation hearings;
- (2) Trial setting conferences;
- (3) All evidentiary hearings and trials.

If you want to appear telephonically on a matter, please contact Court Conference at 1-866-582-6878 at least 24 hours in advance of a hearing to insure that arrangements are completed in time for the hearing. An attorney should use his/her discretion in determining whether to appear telephonically.

6. SOUTHERN DISTRICT OF CALIFORNIA: Telephonic Conferencing

INDIVIDUAL JUDGE PROCEDURE

(http://www.casb.uscourts.gov/pdf/Taylor_Procedures.pdf)

JUDGE TAYLOR

Topic	Procedure
1. Appearance Counsel	<ul style="list-style-type: none"> • Appearance counsel must be generally familiar with the matter at issue and prepared to discuss the same with the Court and the opposing party. Appearance counsel must be in a position to bind counsel of record as to all procedural matters which may arise in the matter before the Court. Parties using appearance counsel assume the risk in this regard.
2. Telephonic Appearances	<ul style="list-style-type: none"> • Parties requesting telephonic attendance at a hearing should contact the Court's Courtroom Deputy at (619) 557-6018 no less than 48 business hours prior to the hearing. The Court will advise whether a telephonic appearance is appropriate as soon as reasonable. Given the Court's schedule, parties should not delay such requests. • The Court generally does not allow telephonic appearances for parties who intend to argue. • Telephonic hearings are not appropriate at the first and last pre-trial conference. To the extent parties wish to appear telephonically at any interim pre-trial conference, they should so request at the time of the initial or immediately preceding pre-trial conference. • Parties who wish to monitor a hearing, to attend to procedural matters, or to argue the case where extraordinary circumstances exist may be allowed to appear telephonically. Extraordinary circumstances include an attorney's illness, advanced or problematic pregnancy, injury that impairs an ability to travel, family or other emergency, unanticipated transportation problems, or family needs such as a childcare emergency. Geographic distance of counsel from the courtroom, in and of itself, generally does not justify a telephonic argument. • In addition, where a true emergency arises less than 72 business hours before a hearing, a party may contact the Courtroom Deputy with an emergency telephonic appearance request. • Parties appearing telephonically must utilize a phone that is free of static and must call from a location where there is no disruptive background noise. In the event of disruptive static or background noise, the Court may terminate the telephonic appearance. In such a case, the Court may or may not otherwise terminate or continue the hearing. As a result, parties must accept this risk when appearing telephonically. • Parties appearing telephonically must call in 15 minutes prior to the scheduled hearing time and must remain available throughout the Court's hearing calendar. Particularly in the case of a law and motion calendar where multiple matters are scheduled, the Court cannot guarantee the point in time when the telephonic hearing will occur. • In cases where large numbers of parties wish to appear telephonically, the Court may ask that a participant provide a bridge line. In cases where multiple parties observe a hearing telephonically, the Court will not require appearance(s) except by the attorney directly connecting the conference call to the Courtroom.

7. DISTRICT OF GUAM:

*No Information Provided

8. DISTRICT OF HAWAII: Telephonic and Video Conferencing

LBR 9074-1. TELEPHONIC AND VIDEO CONFERENCE APPEARANCES.

(a) In General. The court may permit any party in interest to participate in any hearing by telephone or video conference. Arrangements must be made by contacting the courtroom deputy not less than 7 days before the hearing. Detailed information will be provided at the time the arrangements are made.

(b) Testimony Not Allowed. Unless the court orders otherwise, no testimony may be presented by telephone or video conference.

Courtroom Technology Guide

(http://www.hib.uscourts.gov/resources/HIB_CourtTech.pdf)

VIDEO CONFERENCING

The court has installed a new system to permit persons to appear at hearings and trials by video conference. The video images will appear on all of the monitors in the courtroom. The video conferencing system is a standards based system which will permit persons to appear using a wide range of video conferencing systems. The court will routinely permit counsel to appear and argue by video conference.

Counsel must call Ms. Vegas or, in her absence, Mr. Maeshiro, at least one week in advance of the hearing or trial. The court will permit witnesses to testify by video conference only in extraordinary circumstances and only upon motion to the court with notice to all parties who may participate in the hearing. Ordinarily, the court will not charge a fee for use of the video conferencing equipment. However, if a video conference results in the imposition of unusual charges on the judiciary, then the party seeking permission for video conferencing may be required to bear these costs.

9. DISTRICT OF IDAHO: Telephonic and Video Conferencing

BANKRUPTCY LOCAL RULE 2002.2

Advisory Committee Notes: LBR 2002.2(c) was amended to address the timely filing of objections regarding motions that have been set for hearing at least twenty-eight (28) days after the filing of the motion. Unless there is a rule or statute requiring otherwise, if a hearing for a motion is initially set for less than 28 days, then there is no requirement to file a written objection prior to the hearing date. Nevertheless, when possible, it is always advisable to file a written objection sufficiently prior to the hearing date for all parties to receive and review the objection. The party setting the motion or the objection for hearing is responsible to ensure that the calendar clerk is contacted and the hearing is appropriately set. At the time that it becomes apparent that the hearing will be evidentiary in nature, it is the responsibility of the party setting the hearing to ensure the motion or objection, as applicable, is set on an evidentiary hearing calendar date. Note that subdivision (b)(1) requires a party to serve notice in certain circumstances where previously the clerk provided notice. Subdivision (e) reflects current practice and emphasizes the necessity of setting matters through the calendar clerk. Subdivision (e)(3) requires the filing of supporting pleadings. Upon request of a party, a hearing may be heard by video conference. Parties must request and obtain approval for a video conference hearing by calling the calendaring department at (208) 334-9343.

BANKRUPTCY LOCAL RULE 5005.1

Advisory Committee Notes: Hearings and § 341(a) meetings are held in various sites depending upon the county of the debtor's residence or principal place of business. Certain hearings may be heard by video conference—see Advisory Committee Notes of LBR 2002.2

INDIVIDUAL JUDGE PROCEDURE (<http://www.id.uscourts.gov/bankruptcy/judges/Welcome.cfm>)

CHIEF BANKRUPTCY JUDGE TERRY L. MYERS

Telephone Conferences

Judge Myers' telephone conferences are generally limited to adversary pretrial conferences or, on rare occasions, emergency hearings where no evidence or testimony is involved. Telephone conferences must be arranged through the courtroom deputy.

Video Hearings

Judge Myers regularly uses video hearings for non-evidentiary matters. The courtroom deputy will alert you if the hearing date and time provided will occur through video conferencing in order for you to provide proper notice of the same.

JUDGE JIM D. PAPPAS

Telephone Conferences

Telephonic hearings are generally limited to pretrial conferences and bona fide emergency matters.

Requests for telephone conferences can be made through the calendar clerk or courtroom deputy. The Court will not take evidence or testimony telephonically. Additionally, the Court does not allow out-of-town counsel to appear telephonically in matters scheduled in open court.

Video Hearings

Video conference hearings may be allowed upon request for good cause shown. Contact the courtroom deputy to request and arrange a video conference hearing.

10. DISTRICT OF MONTANA: Telephonic and Video Conferencing

**United States Bankruptcy Court
District of Montana
Policy for Remote Appearance at a Bankruptcy Hearing or Trial
09/22/2014**

- A. The 72 hour scheduling rule be strictly enforced. All video appearances must be negotiated, tested, and scheduled at least 72 business hours prior to the hearings without exception. That means the request, successful video test, and addition to the schedule must be completed 72 business hours prior to the hearing.
 - 01. Enforcement of the 72 hour rule is especially important when there are multiple hearing dates scheduled in one week or in succession. The Clerk's Office has fewer scheduling and testing resources that are further exacerbated on hearing days.

- B. All hearing matters will be limited to four simultaneous video connections and four simultaneous telephonic connections. The court reserves the right to deny any and/or all audio and video requests for remote appearance.
 - 01. Butte counts as one of the four video connection for all hearing matters for the purposes of Recording and the appearance of the Law Clerk and the courtroom staff.
 - 02. Missoula counts as one of the four video connections for Missoula Hearings or whenever the Judge appears at a Billings, Butte, or Great Falls hearing from Missoula.
 - 03. Billings or Great Falls count as one of the four connection locations for their respective hearings dates.

- C. Non-MTB Staff and Non-Chambers personnel not appearing at the hearing location may not appear using court equipment. All non-court personnel wishing to appear from a location other than the hearing location must arrange and schedule video equipment from private or commercial resources. This provision reduces the amount of District Court and Bankruptcy Clerk's Office staff resources required for scheduling, testing, and hearing day setup and support.
 - 01. For example during Billings Hearings: US Trustees, trustees, debtors, attorneys, creditors, and parties in interest may appear from Billings on Court equipment. All other parties not appearing from the Billings Courthouse would have to arrange appearances from non-court owned equipment.
 - a. Alphabetical Listing of frequently used Montana Video Conference Providers:
 - 01. Fischer Court Reporting
 - A. Website: www.fishervideoconferencing.com
 - 02. Video Conference of Montana
 - A. Website: www.vc-mt.com
 - 03. VisionNet
 - A. Website: www.vision.net

- D. All video requests must use the following protocol (reduces scheduling and testing resources required by District Court and Bankruptcy Clerks' Office personnel):
 - 01. Request permission to pursue remote conference appearance from Patti Mahoney (406)497-1244 or patti_mahoney@mtb.uscourts.gov.
 - a. For typical hearing request Patti or her backup will grant or deny the request to pursue a remote conference appearance on a first come, first serve availability basis.
 - b. Patti, or her backup, grants or denies party permission to pursue remote appearance based on availability. Those permissions may only be superseded by an email from the Clerk of Court or the Judge.

02. Parties appearing from an untested video location must conduct a successful video conference test at least 72 hours prior to hearings between 8:30 AM and 4:00 PM Mountain Time.
 - a. Clerk's Office contacts for video conference testing are:
 01. Patti Mahoney
 - A. Phone: (406)497-1244
 - B. Email: patti_mahoney@mtb.uscourts.gov
 02. Mary Palmer
 - A. Phone: (406)497-1246
 - B. Email: mary_palmer@mtb.uscourts.gov
03. Normally, the court will dial out to the remote locations. If you have been given permission to call into the court, contact Patti or Mary for the ISDN, IP, or SIP dial in number and the conference number.
04. Parties will be granted permission to appear remotely depending upon availability, order of receipt of request for remote appearance for and, if necessary, a successful live communications test with the court.
05. All parties must clearly identify themselves when initially addressing the court for each hearing matter. This provision will assist Electronic Courtroom Recording Officer in creating a complete hearing record.

**United States Bankruptcy Court
District of Montana
Procedure for Remote Appearance at a Bankruptcy Hearing or Trial
09/22/2014**

1. Procedure for completing a Request for Remote Appearance at a Montana Bankruptcy Court Hearing. These instructions ***do not*** apply to the monthly telephonic hearings that are held by the Bankruptcy Court.
 - A. All requesters must make their own arrangements to test and appear via self owned or third party telephonic and/or video equipment. The Court will no longer schedule remote appearances via court owned equipment.
 01. Alphabetical Listing of frequently used Montana Video Conference Providers:
 - a. Fischer Court Reporting at www.fishervideoconferencing.com
 - b. Video Conference of Montana at www.vc-mt.com
 - c. VisionNet at www.vision.net
 - B. Check the Hearing Date and Time on your Order, Notice of Hearing, or the MTB web site.
 - C. Obtain verbal or email permission to pursue a request for remote appearance by contacting:
 01. Patti Mahoney by phone at 406-497-1244 or by email at patti_mahoney@mtb.uscourts.gov.
 02. Mary Palmer by phone at 406-497-1246 or by email at mary_palmer@mtb.uscourts.gov.
 - D. If Patti or Mary determine there is space available for you to appear via video
 01. NOTE: There may be more pending remote appearance requests than there are spaces available on the conference bridge. Requests for remote appearance will be issued in order of the correctly completed emailed request for remote appearance form(s).
 02. Locate the **Remote Appearance** web page listed under **Court Links** in the left hand pane of the homepage on the www.mtb.uscourts.gov website.
 03. Download the www.mtb.uscourts.gov/RemoteAppearanceForm.txt
 04. Fill out the Request For Remote Appearance Form using the Request for Remote Appearance Example at www.mtb.uscourts.gov/RemoteAppearanceExample.txt. In the example, John Smith is requesting to appear via video in three matters at November 4, 2014 hearings in Billings.
 05. All Request For Remote Appearance Forms must be emailed to pal@mtb.uscourts.gov at least 72 business hours prior to the hearing. The email message must comply with the following format:
 - a. **Subject Line:** Request for Remote Appearance on <Hearing Date> in <Hearing Location>
 01. Example: Subject line of email: Request for Remote Appearance on 11/04/2014
 - b. **Body of email:** Nothing required.
 - c. **Attachment:** the correctly, completed form downloaded in Step 01.D.02.
 - Questions A - K must be completed for Request for Remote Appearance via Telephone
 - Questions A - S must be completed for Request for Remote Appearance via Video
 01. Once the request has been completely filled out the requestor would email the form to pal@mtb.uscourts.gov.

- A. Conditions for Acceptance of Remote Appearance Request:
 - 01. There are audio/video slots available for the matters requested.
 - 02. The Remote Appearance Request Form has been completely and correctly filled out
 - a. Make no assumptions about a Remote Appearance Request. You will only be approved (or denied based) to appear based on the case(s) and docket number(s) you specify in the video request file.
 - 03. If necessary, a successful test has been completed
 - B. Denial of Remote Appearance Request:
 - 01. There is no available conference space in the hearing matter.
 - a. Verbal or email permission to appear via video **does not** guarantee a remote appearance. There may be more than entity vying for any given spot. Each remote appearance slot will be granted to the first requestor whose email contains a correctly completed remote appearance request
 - 02. Remote Appearance Request Form is incomplete
 - 03. Video test is unsuccessful
06. Each location (telephonic and/or video) requires a separate request.
- a. For example: A Helena, MT attorney wishes to appear via video and will be calling a video witness from Kalispell, MT for a hearing set in Billings, MT.
 - 01. The attorney must send two email requests
 - A. One request for his/her own appearance from Helena
 - 01. All information must be provided for consideration
 - B. Second request for the witness appearing from Kalispell
 - 01. All information must be provided for consideration
07. Remote **Video** Appearance Requests will be considered on a first come first serve basis as determined by the order of receipt of the emails containing a correctly completed request for remote appearance form. Note the court normally only offers one or two remote participants per hearing matter at any given venue.
- a. Remote Video Appearance Capacity Per Calendar Matter by Court Hearing Location:
 - 01. Billings - One Remote Video Appearance Per Matter
 - 02. Butte - Two Remote Video Appearances Per Matter
 - 03. Great Falls - One Remote Video Appearance Per Matter
 - 04. Missoula - Two Remote Video Appearances Per Matter
 - b. The Court reserves the right to deny any and/or all video appearances.
08. Remote **Telephonic** Appearance Requests will be considered on a first come first serve basis as determined by the order of receipt of the emails containing the correctly completed request for remote appearance form.
- a. Telephonic requests are for listening purposes only and are limited to four sites for any given matter on a video hearing calendar.
 - b. The Court reserves the right to deny any and/or all telephonic appearances.
09. Approval of a Remote Appearance Request
- a. If there is room on the bridge and/or the Court is otherwise willing to continue the process, the original requestor email will be replied to with the following data:
 - 01. Email subject line: Re: Request for Remote Appearance on <hearing date>
 - 02. Email body:
 - A. Your Request for Remote Appearance via Telephone/Video has been approved.
 - B. (if applicable) Your Request for Remote Appearance via Telephone/Video is pending and will only be approved upon a successful video test with the court. Please schedule a test with Patti (406)497-1244 or Mary (406)497-1246 at your earliest convenience. Failure to conduct a successful test within 72 business hours of the scheduled hearing will result in denial of the request for remote appearance.
10. Repeated late cancellations or not appearing for approved remote appearances may be cause for suspending or revoking remote appearance privileges.
- a. Late cancellations or not showing up for a remote appearance takes away the opportunity for someone else to appear remotely.

E. All video test outcomes will be logged to reduce the amount of correspondence and testing:
01. Video Test Outcomes: Success; Hearing Vacated; Appearance Cancelled; Failed to Test; Test Failed

F. Remote Appearances may be followed up with a satisfaction survey.

***RULE 5074-1. TELEPHONE, VIDEO, OR IN-PERSON CONFERENCES
AND HEARINGS***

(a) Conferences and Hearings. The Court may schedule any matter in a bankruptcy case, contested matter or adversary proceeding to be heard by video or telephonic conference. Any party in interest affected by or involved in such case, matter or proceeding may request the Court to hear the matter by video conference, or in-person. Requests for in-person hearings shall be made in substantial conformity with Mont. LBF 26, and may be granted at the discretion of the Court. The Court may, at its discretion, hold pretrial conferences in adversary proceedings, preliminary hearings on motions to modify, preliminary hearings, hearings on reaffirmation agreements, and any other matters requiring an emergency hearing by telephone. The Court, except within its discretion, will not conduct evidentiary hearings by telephone. Any party or attorney wishing to appear for a Court hearing by way of video conference facilities shall seek and obtain permission from the Clerk of Court's Office at least three (3) days prior to the hearing.

Any party or attorney who previously arranged to appear by video shall immediately notify the Clerk of Court if the underlying matter has been settled, or if the party or attorney shall not otherwise be appearing by video.

(b) Exchange of Exhibit and Witness Lists. The parties involved in video and in-person conferences and hearings shall exchange proposed witness and exhibit lists and copies of all proposed exhibits, and file such lists and exhibits with the Court, at least three (3) days prior to a hearing or trial. Witness and exhibit lists may be combined into one document. Copies of all proposed exhibits shall be attached to such list, and each individual exhibit must be electronically filed as a separate .pdf document; or as a single .pdf document, with each exhibit book marked and identified therein. The moving party in a contested matter and the plaintiff in an adversary proceeding shall identify exhibits in numerical sequence commencing with the number 1. The responding party in a contested matter and the defendant in an adversary proceeding shall identify exhibits in alphabetical sequence. If multiple parties are involved, the parties prior to hearing or trial shall determine an identification sequence that eliminates any duplicative sequence. Failure to timely exchange and file proposed witness and exhibit lists and copies of proposed exhibits in accordance with this rule may result in the Court barring any undisclosed witness testimony and denying the admission of any unexchanged exhibits. Except as otherwise may be allowed by the Court, all exhibits shall be electronically filed.

11. DISTRICT OF NEVADA: Telephonic and Video Conferencing

Video Conferences: Requesting a Video Conference

(<http://www.nvb.uscourts.gov/judges/courtroom-technology/>)

In order to participate in a video conferencing hearing before a Nevada bankruptcy court judge, parties must contact the courtroom deputy for permission to use the video conferencing system at least 7 business days prior to the hearing date.

Upon approval of the request, you must:

1. Provide the court with the necessary contact information for the conference. Specifically:
 - a. The telephone number or IP address of the party to conference
 - b. The individual's name that will be a party to the conference
2. Contact the courtroom deputy to do a test run with the party at least one day prior to the hearing. This will ensure a connection can be established and the quality is acceptable.

Note: In the event a video connection cannot be established, parties must be prepared to conduct a telephonic conference.

Video Conference Capabilities

- Telephone—Integrated Services Digital Network (ISDN) capability available to any other video conferencing endpoint.
- Web—Internet Protocol (IP) available within the U.S. Courts network only.

Request for Telephonic Appearance: Request for Telephonic Appearance Procedure

(<http://www.nvb.uscourts.gov/judges/courtroom-technology/telephone-conferences/>)

To request a telephonic appearance, you must submit your request in writing or submit your request using our online [Technology Request Form](http://www.nvb.uscourts.gov/judges/courtroom-technology/technology-request-form/) (<http://www.nvb.uscourts.gov/judges/courtroom-technology/technology-request-form/>).

Based on the location the hearing is to take place—Las Vegas or Reno—there are certain guidelines you must follow. See the Court Call Services Procedure below for guidelines.

CourtCall Services

(<http://www.nvb.uscourts.gov/judges/procedures/court-call/>)

Effective: 09/01/2004

Telephonic appearances through the use of CourtCall may be permitted in accordance with the following guidelines:

1. Parties must place in writing their request to participate telephonically AT LEAST 48 HOURS PRIOR TO THE HEARING DATE. Permission will generally not be granted to argue any contested manner.
2. [Click here](#) for cases that parties may listen in to without permission.*

***Excepted Cases**

Parties may listen in to the following cases without permission:

155 East Tropicana, LLC dba Hooters Casino Hotel

Case No: BK-S 11-22216 BAM

Black Gaming, LLC

Case No: BK-S 10-13301 BAM

Las Vegas Monorail

Case No: BK-S 10-10464 BAM

South Edge, LLC

Case No: BK-S 10-32968 BAM

Whitton Corp.

Case No: BK-S 10-32680 BAM

3. The written request may be submitted online via the [Technology Request Form](#) or faxed or mailed to the appropriate court listed below.

Mailing Address

Las Vegas
U.S. Bankruptcy Court
District of Nevada
Foley Federal Building and U.S. Courthouse
300 Las Vegas Boulevard South
Las Vegas, Nevada 89101

Reno
U.S. Bankruptcy Court
District of Nevada
C. Clifton Young Federal Building
300 Booth St.
Reno, Nevada 89509

Las Vegas

Chief Judge Nakagawa
Fax Number: (702) 527-7025

Judge Davis
Fax Number: (702) 527-7035
Judge Landis
Fax Number: (702) 527-7015

Judge Beesley
Fax Number: (702) 527-7045

Reno

Judge Zive
Fax Number: (775) 326-2185

Judge Beesley
Fax Number: (775) 326-2125

The request must include

- a. Debtor(s) name
- b. Bankruptcy case number
- c. Date and time of hearing
- d. Name and telephone number of participant
- e. Docket number of the items for which the appearance is requested
- f. Reason a telephonic appearance is requested

If the requesting party wishes to argue a contested matter, the request must state the specific extraordinary reasons for such request. Generally, the mere fact that an attorney or party resides outside of Clark County, Nevada does not constitute sufficient cause to be permitted to appear by telephone.

4. A court services staff member will notify the person who requested to participate telephonically whether or not permission is granted. If permission is granted, contact CourtCall below to set up the telephonic appearance. CourtCall fees and services may be obtained at their website.

CourtCall Telephonic Court Appearances

Phone: (866) 582-6878
Website: www.courtcall.com

Additional procedures if permission is granted

Note: The courtroom deputy or member of the Judge's staff will advise you of any additional procedures in addition to the procedures outlined below.

1. Party is to await a phone call from the courtroom deputy indicating the case is to be called and for further instructions.

2. Parties are not to use a speaker phone as this may interfere with the recording sound quality of the hearing. This court records hearings rather than using court reporters, therefore, clarity is of the utmost importance.
3. Parties are to identify themselves each time they speak so that the Judge, recorder, courtroom and other telephonic participants know who is addressing the court.

12. DISTRICT OF THE NORTHERN MARIANA ISLANDS:

*No Information Provided

13. DISTRICT OF OREGON: Telephonic Conferencing

LBR 7007-1. MOTION PRACTICE—ADVERSARY PROCEEDINGS

(d) Oral Argument/Telephone Appearance.

(1) Hearing. The court may decide a motion without oral argument. If the court elects to hear oral argument, the court will notify the parties of the hearing date and time.

(2) Request for Oral Argument. A party must clearly endorse any request for oral argument in the title of the motion, statement in opposition, or reply to the statement.

(3) Request for Telephone Argument. A party may request, no later than three business days before the hearing date, to participate in an oral argument by telephone.

RULE 9013-1. MOTION PRACTICE—CONTESTED MATTERS. LBR 7007-1(D) APPLIES (cited above).

14. EASTERN DISTRICT OF WASHINGTON: Telephonic and Video Conferencing

RULE 1072-1: PLACES OF HOLDING COURT

- (a) Courtroom Hearings: Courtroom hearings are regularly held in Spokane and Yakima.
 - (b) Telephonic Hearings: Telephonic hearings are regularly held for the convenience of the parties or the Court.
 - (c) Participation at Telephonic Hearings: Any party in interest who desires to be heard at a telephonic hearing and who has not filed a pleading in the matter at issue should notify the appropriate chambers no less than one (1) day prior to the hearing of such desire.
 - (d) Attendance at Hearings
 - (1) Members of the public may attend all bankruptcy hearings.
 - (A) In the case of a courtroom hearing, a party need only be present in the designated courtroom at the appointed time.
 - (B) In the case of a telephonic hearing, the party need only call in on the designated telephone number at the appointed time.
 - (C) A party desiring to use court operated telephonic equipment need only present themselves to the appropriate chambers sixty (60) minutes prior to the hearing if they wish to attend by the use of court operated telephonic equipment.
 - (2) Attendees at all hearings shall conduct themselves in a manner so as not to disturb the hearing or the participants.
-

RULE 9073-1 HEARINGS

- (b) Notice of Hearing
 - (1) As soon as possible after obtaining information concerning the scheduling of a hearing, but in no event later than seven (7) days prior to the hearing, the requesting party shall serve notice of the hearing on all parties to the hearing, as well as any party that has specifically requested notice of all hearings.
 - (2) The notice of hearing shall include the date and time set, and whether the hearing will be by telephone or in court. If the hearing is by telephone, the “meet me” telephone number shall be given in the notice.
 - (3) The party giving such notice shall promptly file an affidavit or statement under penalty of perjury of service that specifies when and to whom notice was served along with a copy of the notice, unless electronically linked.

Rule 4001-2 Cash Collateral

(a)(2) Interim Hearing

The interim hearing may be conducted telephonically on the record submitted. The record shall include affidavits or declarations in support of or in resistance to the requested use of cash collateral. Affidavits or declarations shall be served and filed as soon as practicable. The parties may present testimony at the interim hearing only on request of a party and approval of the Court. In the event testimony is permitted and fourteen (14) days' notice has been provided in accordance with the provisions of subparagraph (a)(1)(A) of this Rule, then the interim hearing may be treated by the Court as a final hearing.

JUDGE FREDERICK B. CORBIT

Telephonic Hearings—(Conference Line)—(509) 353-3183

JUDGE FRANK L. KURTZ

Telephonic Hearings—(Conference Line)—(509) 353-3192

JUDGE JOHN A. ROSSMEISSL

Telephonic Hearings—(Conference Line)—(509) 353-3182

15. WESTERN DISTRICT OF WASHINGTON: Telephonic and Video Conferencing

RULE 9074-1. TELEPHONE OR VIDEO CONFERENCES

When an issue is deemed by the court to be capable of resolution through telephonic or video hearing, the court may, upon request of counsel, or on its own motion, conduct a telephonic or video hearing in the interests of judicial economy.

Courtroom Technology (<http://www.wawb.uscourts.gov/view.htm?f=30&id=954&v=5>)

SEATTLE

Telephonic Attendance

Attendance at hearings or other conferences may be by telephone if approved by the Judge in advance of the hearing/conference. If approved, the requesting party will be provided with a toll free 1.888 number and instructions to join the call.

Video Conferencing

Attendance at hearings or other conferences may be by video conference if approved by the Judge in advance of the hearing/conference. A video test must occur at least several days in advance of the hearing to ensure a proper connection is made between the bankruptcy court and the remote location. Court-to-Court video conferences are preferred. Equipment includes LCD monitors, microphones, and video conferencing hardware.

INDIVIDUAL JUDGE PROCEDURE

(<http://www.wawb.uscourts.gov/view.htm?f=68&id=648&v=5>)

CHIEF JUDGE LYNCH

Telephonic Attendance: Attendance at hearings or other conferences may be by telephone if approved by the Judge in advance of the hearing/conference. Telephonic hearings must be requested via letter in ECF no later than 48 hours prior to the scheduled hearing. When a motions calendar is large or because of time constraints, it may not always be possible to permit one or more parties to appear by telephone.

JUDGE BARRECA

Telephonic Attendance: Appearance at a hearing or other matter may be made by telephone if approved by the Judge in advance of the hearing. Appearance at a pretrial conference by telephone does not require advance approval. **Unfortunately, we are unable to accommodate telephonic appearances in Port**

Orchard. However, if a party wishes to appear by telephone for a pretrial conference set in Port Orchard, the party should contact Chambers by letter (as set forth below) at least one week prior to the hearing, and the matter will be continued to a Seattle calendar to permit telephonic appearance. (Agreement of opposing counsel is not required for continuing Port Orchard pretrial conferences to Seattle calendars.) To request a telephonic appearance, counsel should docket a letter via ECF, including an explanation for the request. When a motions calendar is large or because of time constraints, it may not always be possible to permit one or more parties to appear by telephone.

Further, the following matters will almost always require a live appearance: (1) Chapter 11 first day omnibus hearings (debtor's counsel only), (2) cash collateral and debtor-in-possession financing hearings (debtor's counsel and lender's counsel), (3) hearings on approval of disclosure statements, (4) confirmation hearings, (5) trials, (6) dispositive motions (including motions to dismiss cases, motions to dismiss adversary proceedings, and summary judgment motions), (7) fee applications (if opposed), and (8) any hearing at which live testimony will be elicited. **The Judge will not permit any telephonic appearance that has not been approved in advance of the hearing.** Should telephonic appearance be approved, the instructions and guidelines are as follows:

Instructions

- (1) Dial: 1-888-363-4749
- (2) Enter Access Code: 9365479#
- (3) Press the # sign
- (4) Enter Security Code when prompted: 8574#
- (5) Speak your name when prompted

Guidelines

- (1) Use a land line phone and not a cell phone, if possible. **Do not use a speaker phone.**
- (2) Make the call from a quiet area where background noise is minimal.
- (3) Wait until the judge calls your case before speaking.
- (4) Do not put the phone on hold at any time after the call is connected.
- (5) In the event you are unable to connect to the conference call after following the above procedures, please contact chambers at 206-370-5310.

JUDGE DORE

Telephonic Attendance: Attendance at hearings or other conferences may be by telephone if approved by Judge Dore in advance of the hearing or conference. Telephonic appearances should be requested no later than two days prior to the scheduled hearing or conference.

JUDGE ALSTON

Telephonic Attendance: Appearance at a hearing or other matter may be made by telephone if approved by the Judge in advance of the hearing. To request a telephonic appearance, counsel should docket a letter via ECF, including an explanation for the request, at least two (2) court days prior to the hearing. When a motions calendar is large or because of time constraints, it may not always be possible to permit one or more parties to appear by telephone. Further, the following matters will almost always require a live appearance: (1) Chapter 11 first day omnibus hearings (debtor's counsel only), (2) cash collateral and debtor-in-possession financing hearings (debtor's counsel and lender's counsel), (3) hearings on approval of disclosure statements, (4) confirmation hearings, (5) trials, (6) dispositive motions (including motions

to dismiss cases, motions to dismiss adversary proceedings, and summary judgment motions), (7) fee applications (if opposed), and (8) any hearing at which live testimony will be elicited. **The Judge will not permit any telephonic appearance that has not been approved in advance of the hearing.** Should telephonic appearance be approved, the instructions and guidelines are as follows:

Instructions

- (1) Dial: 1-888-363-4749
- (2) Enter Access Code: 8955076#
- (3) Press the # sign
- (4) Enter Security Code when prompted: 3564#
- (5) Speak your name when prompted

Guidelines

- (1) Use a land line phone and not a cell phone, if possible.
- (2) **Do not use a speaker phone.**
- (3) Make the call from a quiet area where background noise is minimal.
- (4) Wait until the judge calls your case before speaking.
- (5) Do not put the phone on hold at any time after the call is connected.
- (6) In the event you are unable to connect to the conference call after following the above procedures, please contact chambers at 206-370-5310.

Absent unusual circumstances, a party that has filed a motion will not be allowed to appear by telephone to argue the motion if it is contested. Appearance at a pretrial conference by telephone does not require advance approval. **Unfortunately, we are unable to accommodate telephonic appearances in Port Orchard.**

TENTH CIRCUIT

1. DISTRICT OF KANSAS: Telephonic Conferencing

INDIVIDUAL JUDGE PROCEDURE (<http://www.ksb.uscourts.gov/index.php/chambers>)

JUDGE NUGENT

TELEPHONE CONFERENCE GUIDELINES

I welcome out-of-town counsel's participation in hearings by telephone, but with some limitations and subject to the following guidelines and provisions. My goal is to keep your client's legal expense exposure at a minimum while preserving the efficiency and accessibility of the Court.

1. Matters in which telephone appearances may be permitted: Pretrial conferences (other than the final pretrial conference), scheduling conferences, and motions dockets where counsel has the need. Telephonic appearances in evidentiary matters are strongly discouraged. I still prefer personal appearances at the final pretrial conference and all pretrial status conferences. Remember that for the final pretrial conference, counsel who will be trying the case must appear.
2. Who may appear by phone: In general, we aim to accommodate out-of-town counsel by permitting telephonic appearances at non-evidentiary matters. We encourage local counsel to appear in person and welcome the appearance of out-of-town counsel in person.
3. Arranging appearance by phone: Please arrange all telephonic appearances in advance of the date of hearing by requesting to appear telephonically by contacting Erica Diamond (316) 315-4118, Marnie Bourbonnais (316) 315-4116, or Annette Albright (316) 315-4113 of the Clerk's Office in Wichita, at least one (1) business day prior to the scheduled appearance. Upon Court approval, counsel will be provided a conference call-in number and access code to call the pretrial venue. (Most pretrials are conducted in the conference room, Room 167; if there are pro se parties, the pretrial will be conducted in my courtroom, Room 150.) If on the hearing date counsel experience difficulty calling in or the call is dropped, counsel should call my chambers, (316) 315-4150. My judicial assistant, Janet, will assist you.
4. During the phone appearance: Counsel should use their phone handset. Do not utilize a speaker phone, as reception is not always clear. Please keep in mind that if you are calling in to a regularly scheduled docket, counsel will be placed on hold until the matter on which you appear is called.
5. Punctuality; Failure to Appear: Like personal appearances, calls in to hearings should be on time. On the day of the hearing or conference, please call in and be ready to go 5 minutes prior to your scheduled appearance. If you are going to be delayed, please contact Chambers at the above number. Substantial delays inconvenience not only the participants in your matter, but also those participating in later matters. Courtesy counts. Attorneys who fail to appear for a telephonic conference may lose their phone hearing privileges and be required to appear in person in the future.

Should there be any questions about these guidelines, please contact the Clerk's Office or my chambers staff.

JUDGE KARLIN

The following guidelines govern telephone appearances in matters being heard by Judge Karlin.

1. Matters in which telephone appearance may be permitted. Counsel may appear by telephone for status conferences, scheduling conferences, and conferences on discovery motions. Telephone appearances on regular docket and evidentiary matters are impractical and, therefore, not generally permitted. In rare instances, if your case is on a regular docket, we may be able to move it to a status conference to allow appearances by phone¹ and, in even rarer instances, telephone appearance may be permitted for particular cases on a docket. Personal appearances are generally required at all final pretrial conferences.

2. Who may appear by telephone. In general, Judge Karlin aims to accommodate out-of-town counsel by permitting telephone appearances for non-evidentiary matters, but all counsel may appear by phone if requested. Local counsel's appearance is permitted by telephone if anyone else is participating by telephone, or if the nature and length of the hearing dictate it is simply more efficient to appear by telephone.

3. Arranging appearance by telephone in advance. All arrangements for telephone conferences shall be the responsibility of the lawyer requesting to appear telephonically. Counsel wishing to appear by phone must first obtain permission by contacting the Clerk's Office Deputy-in-Charge Donna Urbom-McClure at (785) 338-5912 or Donna_UrbomMcClure@ksb.uscourts.gov, or the Assistant Deputy-in-Charge Joyce Ridgeway at (785) 338-5913 or Joyce_Ridgeway@ksb.uscourts.gov, at least one (1) full business day prior to the scheduled appearance. Donna and/or Joyce (or their designee) will provide the call in instructions for your telephone appearance.

Footnotes

1. You must call the Clerk's Office at least a full day in advance of the hearing to explain why your situation calls for that solution, and to hopefully advise that you have already discussed the matter with opposing counsel and know when and whether opposing counsel will be available at the different date and time you are proposing.

2. Pretrial conferences may be cancelled if a joint pretrial order has been timely uploaded prior to the conference and all counsel have approved it. In some instances, if only a few items in the pretrial order need discussion, the pretrial conference may be conducted by telephone.

4. Cell phone usage is highly discouraged during conference calls. Unless an emergency, I do not allow counsel to appear using a cell phone.

5. Punctuality; Failure to Appear. Telephone appearance must be timely. If you are going to be delayed, please contact the Clerk's Office at the above numbers, as well as all opposing counsel, well in advance. Should you fail to appear for a telephonic conference, your personal presence will be required at all subsequent hearings in the matter.

2. DISTRICT OF NEW MEXICO: Telephonic Conferencing

INDIVIDUAL JUDGE PROCEDURE

(<http://nmb.uscourts.gov/judges-info/general-chambers-procedures/appeartelephone>)

CHIEF JUDGE JACOBVITZ AND JUDGE THUMA

TELEPHONIC APPEARANCE AT HEARINGS

1. When Appearance by Telephone is Permitted.

A. Preliminary Hearings, Scheduling Conferences, etc. Generally, counsel or parties may appear telephonically at preliminary hearings where no evidence is presented,¹ scheduling conferences, and presentment hearings if they seek timely permission as set forth below.

B. Final Hearings. Generally, counsel will not be permitted to appear telephonically at final hearings where evidence or testimony will be presented. If no evidence or testimony will be presented at a final hearing, counsel or parties may appear telephonically at the final hearing with permission from the Court. If you wish to appear at a final hearing by telephone, you should begin by contacting opposing counsel to find out whether opposing counsel objects to you appearing by telephone or intends to offer evidence or testimony at the final hearing, and report the results of that check when you contact chambers to request permission to appear telephonically at the final hearing. The Court will then determine on a case by case basis whether to permit the requesting counsel or party to appear telephonically at the final hearing. Except in very rare or unusual circumstances, the Court will not take testimony by telephone and persons appearing by telephone will not be permitted to present evidence or cross examine witnesses.

2. How to Request Appearance by Telephone.

A. When to Request Permission. Unless the Court orders otherwise, requests to appear by telephone should be made to the Court's staff **at least one business day** before the hearing.

B. How to Request Permission. There are **two** ways to request permission to appear telephonically at a hearing:

- i) Call the appropriate chambers: Judge Jacobvitz - (505) 348-2545; or Judge Thuma - (505) 348-2430.
- ii) Submit your request to the appropriate chambers by e-mail: jacobvitzstaff@nmcourt.fed.us, or thumastaff@nmcourt.fed.us.

The e-mail message must have a subject heading that includes the word "telephone" correctly spelled. The e-mail message also should include the name of the person who wishes to appear by telephone, who that person represents, the matter to be heard, the date and time of the hearing, the name of the debtor, the case number, and the telephone number to be called. This is a sample message:

jacobvitzstaff@nmcourt.fed.us

¹ The Court may take evidence at a preliminary hearings (also known as an emergency hearings) on use of cash collateral, debtor in possession financing, or other emergency "first day" motions.

Re: John Doe, case no 12-12345 j7; Request to Appear by Telephone

Requesting party: Sally Smith
Representing: The debtor John Doe
Hearing on: XYZ Bank's Motion for Relief from Stay
Hearing date and time: April 1, 2012 at 1:30 P.M.
Telephone number: 505-123-1234

3. Importance of Being Available at the Scheduled Time and Until You are Called. Preliminary hearings are often scheduled on a trailing docket. If you have requested to appear by telephone, please ensure that you are available at the scheduled time and until you are called, and that your telephone line is free until you are called. If you are not available when called, for example if your telephone line is busy or if we are directed to voice mail, the Court may deny your motion or overrule your objection by default, and may revoke or place restrictions on your privilege of appearing telephonically in the future.

3. EASTERN DISTRICT OF OKLAHOMA: Telephonic and Video Conferencing

RULE 7001-1. ADVERSARY PROCEEDING—GENERAL

A. An adversary proceeding is commenced by filing a complaint, cover sheet (Official Form B104), and appropriate filing fee set forth in 28 U.S.C. § 1930.

B. The parties shall comply with the Court's Instructions Governing Adversary Proceedings, Local Form 7001-1(B), and shall be required to comply with the provisions contained therein.

C. A scheduling conference shall be conducted by the Court to set forth deadlines and discuss preliminary issues with regard to the pending adversary. The scheduling conference will be held telephonically unless otherwise ordered by the Court. The Clerk shall send the notice of the scheduling conference to all parties.

D. Counsel for the parties shall conduct a Rule 26(f) conference in person or by telephone. Counsel for the plaintiff shall initiate the conference, and all counsel shall participate in arranging the conference at a mutually agreeable place and time. All counsel shall be prepared to discuss the issues set forth in Rule 26(f) and suggest a discovery plan and exchange information and documentation required by Rule 26(a)(1) of the Federal Rules of Civil Procedure. A Report of Parties' Rule 26(f) Conference should be filed on Local Form 7001-1(D).

RULE 9019-2. ALTERNATIVE DISPUTE RESOLUTION (ADR)

D. Fully Authorized Representatives Required. At least one attorney for each of the parties who is fully familiar with the case shall appear for each party. A person or representative with full settlement authority as defined in the Court's settlement conference order shall accompany the attorney to the settlement conference. Other parties in interest, such as insurers or indemnitors, shall attend through fully authorized representatives and are subject to the provisions of this rule.

The settlement judge may, however, with special permission upon prior written application, allow the party having full settlement authority to be telephonically available. The settlement judge presiding over the settlement conference may make such other and additional requirements of the parties as shall be deemed proper in order to expedite an amicable resolution of the case.

***Courtroom Technology** (<http://www.okeb.uscourts.gov/courtroom-technology>)

Oklahoma Eastern Bankruptcy Court
Available Courtroom Technology (Okmulgee)
Please contact us at (918) 549-7200 for information on McAlester location.

Our courtroom is equipped with a fully functional Audio/Video System. Monitors are placed at judge bench, court reporter desk, law clerk and deputy station, counsel tables, podium and witness stand. In addition there is a large Video Panel for Evidence presentation.

The court provides notebook computers at the counsel table and a public/attorney wi-fi connection.

Evidence Presentation for the Courtroom and Assisted Hearing Devices

Presenting evidence in our Okmulgee Courtroom can be accomplished easily with the equipment provided.

A Wolf Vision Document Camera is located at the podium. This will allow documents, newspaper clippings, pictures, and more to be presented on monitors located throughout our courtroom. Annotation tools will allow you to highlight specific areas.

Other connections, located at the podium, will allow for audio presentations on devices such as digital recorders, MP3 Players, iPods, iPads, and other devices. Some devices may require an adapter. Please call the court with your specific device so that we can answer any questions you may have, and help you to prepare in advance.

Laptops may also be connected at the podium and used to present audio, video, documents, and other evidence.

A VHS Player, as well as a DVD Player are available for evidence presentation.

Our court also is equipped with a Hearing Assistance System and assisted hearing devices are available upon request.

4. NORTHERN DISTRICT OF OKLAHOMA: Telephonic Conferencing

RULE 9019-2. ALTERNATIVE DISPUTE RESOLUTION (ADR)

D. Fully Authorized Representatives Required. At least one attorney for each of the parties who is fully familiar with the case shall appear for each party. A person or representative with full settlement authority as defined in the Court's settlement conference order shall accompany the attorney to the settlement conference. Other parties in interest, such as insurers or indemnitors, shall attend through fully authorized representatives and are subject to the provisions of this rule. The settlement judge may, however, with special permission upon prior written application, allow the party having full settlement authority to be telephonically available. The settlement judge presiding over the settlement conference may make such other and additional requirements of the parties as shall be deemed proper in order to expedite an amicable resolution of the case.

5. WESTERN DISTRICT OF OKLAHOMA

*No information provided

6. DISTRICT OF UTAH: Telephonic Conferencing

RULE 2003-1. MEETING OF CREDITORS AND EQUITY SECURITY HOLDERS

(c) Telephonic Appearance at Meeting of Creditors

Under extenuating circumstances which prevent a debtor from appearing in person, a debtor may file a motion seeking permission to appear by telephone at a creditors' meeting required under § 341 of the Code. Extenuating circumstances may include military service, incapacitating condition, or incarceration. The motion must be filed and served on the trustee and the United States trustee no later than 7 days prior to the scheduled meeting, and may be ruled upon without a hearing. The motion must describe in writing any efforts to give notice to and confer with the trustee prior to the filing of the motion. If the motion is granted, the debtor must also serve a copy of the order allowing a telephonic appearance on the trustee and the United States trustee. The debtor must contact the trustee to determine the time, date and location for the telephonic appearance. The debtor is responsible for any costs associated with conducting a telephonic appearance.

***Court Website states** (<https://www.utb.uscourts.gov/policy-and-procedures>):

Telephonic Appearances

Each chambers allows parties to appear telephonically at its discretion. Parties wishing to appear telephonically at an upcoming hearing should contact chambers and obtain permission in advance. The Court may require a motion and order allowing a party to appear telephonically. The Court will not allow parties appearing telephonically to present evidence or to examine witnesses. Parties appearing telephonically may state their positions and conduct oral argument only.

JUDGE KIMBALL MOSIER

B. Telephonic Appearances

Each chambers allows parties to appear telephonically at its discretion. Parties wishing to appear telephonically at an upcoming hearing should contact chambers and obtain permission in advance. The Court may require a motion and order allowing a party to appear telephonically. The Court will not allow parties appearing telephonically to present evidence or to examine witnesses. Parties appearing telephonically may state their positions and conduct oral argument only.

JUDGE WILLIAM T. THURMAN

B. Telephonic Appearances

Each chambers allows parties to appear telephonically at its discretion. Parties wishing to appear telephonically at an upcoming hearing should contact chambers and obtain permission in advance. The Court may require a motion and order allowing a party to appear telephonically. The Court will not allow

parties appearing telephonically to present evidence or to examine witnesses. Parties appearing telephonically may state their positions and conduct oral argument only.

JUDGE JOEL T. MARKER

B. Telephonic Appearances

Each chambers allows parties to appear telephonically at its discretion. Parties wishing to appear telephonically at an upcoming hearing should contact chambers and obtain permission in advance. The Court may require a motion and order allowing a party to appear telephonically. The Court will not allow parties appearing telephonically to present evidence or to examine witnesses. Parties appearing telephonically may state their positions and conduct oral argument only.

JUDGE KEVIN ANDERSON

B. Telephonic Appearances

Each chambers allows parties to appear telephonically at its discretion. Parties wishing to appear telephonically at an upcoming hearing should contact chambers and obtain permission in advance. The Court may require a motion and order allowing a party to appear telephonically. The Court will not allow parties appearing telephonically to present evidence or to examine witnesses. Parties appearing telephonically may state their positions and conduct oral argument only.

7. DISTRICT OF WYOMING: Telephonic and Video Conferencing

RULE 9074-1. TELEPHONE CONFERENCES

(A) Request for Telephone Conference. Any party requesting that a scheduled courtroom hearing be held by telephone must first contact opposing counsel and must file a motion advising the Court whether opposing counsel agrees to a telephone hearing. If the Court determines that the matter may be handled by telephone, the Court will set and notice the hearing.

(B) Arrangements for Conference Call. The Court will initiate a telephone conference call, unless the party requesting the conference call is ordered by the Court to arrange for and place the call.

(C) Availability for Telephone Conference. Counsel must be at the published office telephone numbers and take any steps necessary to keep the telephone lines open for the call. If counsel is to be reached at a telephone number other than the published office telephone number, counsel must advise the Court at least 24 hours in advance of the hearing.

RULE 9074-2. VIDEO CONFERENCES

(A) Request for Participation by Video. Any party requesting participation by video for a courtroom hearing shall file a motion at least ten (10) days prior to the hearing; serving the debtor, debtor's counsel, the trustee, the United States Trustee, parties requesting service and all parties in interest.

(B) Requirements. The requesting party: (1) is responsible for all costs for equipment use or personnel from the connecting source associated with the video; (2) shall contact the court to schedule a test connection at least five (5) business days prior to the hearing; and (3) shall provide the name of a contact person and telephone number in its motion.

(C) Court's Discretion. The court retains the discretion: (1) to determine whether or not such a video conference or hearing shall be allowed; and (2) in the event that more requests are filed than the court's equipment has the capabilities of sustaining, the court shall determine which motions may be granted and may reconsider and vacate orders if necessary.

(D) Cancellation. In the event that a party granted permission to participate by video conference determines that the connection is not needed, that party shall notify the court immediately by telephone, followed by filing a notice of cancellation for the need of participation by video conference.

(E) Participation Upon a Continuance. If a video conference hearing is continued, the order granting participation at the initial hearing shall continue to be effective at the rescheduled hearing.

8. DISTRICT OF COLORADO: Telephonic and Video Conferencing

LOCAL BANKRUPTCY RULE 2081-3. CHAPTER 11–MOTIONS TO DISMISS OR CONVERT

(d) Telephonic Hearings: Parties, through counsel, are required to attend the hearing in person except on prior request and approval of a telephonic appearance by the judge to whom the case is assigned. Telephonic appearances must be requested by filing a motion. If a telephonic appearance is permitted, the parties must exchange witness lists and exhibits and file them with the court no later than 24 hours prior to the hearing.

LOCAL BANKRUPTCY RULE 4001-1. RELIEF FROM AUTOMATIC STAY

(d) Telephonic Hearings: Telephonic appearances may be permitted in accordance with the information on chambers' procedures for the presiding judge located on the court's website at www.cob.uscourts.gov. Any party appearing telephonically must exchange witness lists and exhibits with the other parties and file them with the court no later than 24 hours prior to the hearing.

LOCAL BANKRUPTCY RULE 4001-2. TERMINATION, ABSENCE, OR EXTENSION OF AUTOMATIC STAY

(a) Procedures: Motions filed pursuant to this L.B.R. 4001-2 are subject to the procedures in L.B.R. 4001-1(a)(1) Selection of Hearing Date, (a)(3) Notice of Hearing and Time to Object, (c) Procedures for Preliminary Hearing and (d) Telephonic Hearings.

LOCAL BANKRUPTCY RULE 5073-1. PHOTOGRAPHY, RECORDING DEVICES & BROADCASTING

The use or operation of any camera, recording device, photo-capable cellular phone or other mechanical means for the visual reproduction of the likeness of an individual or object, or for the auditory reproduction of a voice or sound, is prohibited inside all courtrooms occupied by the court and in all rooms used for meetings pursuant to 11 U.S.C. § 341 except as otherwise provided by the Judicial Conference. This rule also applies to those participating in a hearing or meeting by telephone, video conference, or other means from outside the courtroom or meeting rooms. The use or operation of any such device is further prohibited in all other premises occupied by the court except as proscribed by the U.S. District Court. This L.B.R. is not applicable to employees of the court or designees of the United States Trustee or to any certified court reporters acting pursuant to their official duties. The court in its discretion may waive this L.B.R.

***COURTROOM TECHNOLOGY INFORMATION:** AVAILABLE ONLY IN THE U.S. CUSTOM HOUSE (<http://www.cob.uscourts.gov/courttech.asp>)

The United States Bankruptcy Court for the District of Colorado has installed an electronic evidence presentation system in the courtrooms of Judge Howard R. Tallman and Judge Michael E. Romero.

The evidence presentation system allows for the display of evidence on various monitors located at the bench, the witness stand, the lectern and the counsel tables.

- Counsel planning to use the equipment must contact court staff via email at courtroomb@cob.uscourts.gov (For Judge Tallman) or courtroomd@cob.uscourts.gov (For Judge Romero) at least 5 business days in advance of their court proceeding to inquire about availability of certain equipment, protocol for use, training and practice sessions.
- Practice sessions and testing of the equipment must occur **prior to** the day of a scheduled court appearance, as the courtroom may not be available and court staff will not be available for that purpose on the day of the proceeding.

The courtroom contains or can be provided with the following equipment:

- Document camera (a/k/a ELMO) to display paper exhibits on screen.
- Laptop connectivity (with audio) at each counsel table. (No internet access is available.)
 - YOU MUST BRING YOUR OWN VGA CABLE AND AUDIO CABLE (1/4 inch male to male connector).
 - If you intend to use laptop connectivity it is imperative that you schedule an appointment with our staff to test it before the day of the hearing or trial.
 - There is NO PUBLIC INTERNET ACCESS available.
- Tablet (iPad/Android) wireless connectivity. (No internet access is available.)
 - If input cables are desired they will NOT be provided by the court (YOU MUST BRING YOUR OWN INPUT CABLES (USB, MINI HDMI, POWER, etc.).
 - If you intend to use a tablet, it is imperative that you schedule an appointment with our staff to test it before the day of the hearing or trial.
 - You must download the Air Media application in advance to use this feature.
 - There is NO PUBLIC INTERNET ACCESS available.
- Touch screen display monitors at lectern and witness box enabling annotation capabilities on exhibits that appear on the display monitors, regardless of the source.
- Evidence display monitors for Judge, Witness, Counsel, Courtroom Clerk, and ECRO (large monitor for display to the gallery may be available upon request).
- DVD combo player (may be available upon request).
- Video conference system (VTC) to allow remote testimony. Please note that due to evidentiary issues and judicial preferences, a motion request to use the VTC should be filed well in advance of the hearing or trial.
- Assisted listening/Interpreter device (may be available upon request, please see Frequently Asked Question General #20 on our website regarding interpreters <http://www.cob.uscourts.gov/faqs.asp?faq=general#g20>).
- Electronic Smart board (a/k/a White Board) (may be available upon request).
- Evidence/Document printing (from attorney touch panel).

Training is provided on use of the courtroom technology listed above. Please contact Chambers no later than five (5) business days prior to the event. For technical information regarding the courtroom technology available, contact via email cobml_CourtTechnology@cob.uscourts.gov.

INDIVIDUAL JUDGE PROCEDURES (<http://www.cob.uscourts.gov/chambers.asp>)

CHIEF JUDGE ROMERO

Telephonic Appearances

Appearances by telephone are permitted under the following circumstances:

- Preliminary hearings on contested motions and status and scheduling conferences as set forth in the hearing notices.
- Reaffirmation agreement hearings as set forth in the hearing notices.
- Monday confirmation hearings (1:30). Counsel may appear by phone if the Certificate and Motion to Determine Notice is timely filed under L.B.R. 3015, or if a phone appearance is indicated in the minutes of proceeding or notice setting the hearing (in the case of some hearings continued from an earlier date). If the certificate is not filed timely (4 court days before the hearing), personal appearance by all counsel is required. Parties may confirm whether they are allowed to appear by telephone by checking the Court's docket on the website. If the call-in instructions appear next to the case, all counsel may appear by phone (Debtor and/or creditor's counsel). Please do not contact chambers to determine whether a telephonic appearance is allowed.
- Other hearings if indicated in the notice or by permission from chambers.
- Telephonic appearances for preliminary hearings on relief from stay (Wednesday mornings) are NOT allowed except with specific permission from chambers, which may be granted in cases of attorneys who are outside the Denver area and in other emergency situations.

You can access the Courtroom conference bridge by dialing 1-888-684-8852. The access code is 9288499. If you are having difficulty accessing the conference line, you might try using a different phone.

Please note that being allowed to appear telephonically at a hearing is a privilege that will be revoked if the Court cannot obtain an accurate record. In order to allow the Court to make a proper electronic recording of its proceedings when parties appear telephonically, we must require the following from participants:

- eliminate all excessive noise (including, but not limited to: typing, background conversations, barking dogs, traffic, wind, music, etc.);
- do not use cellular phones; they are more susceptible to background noise and have issues with clarity; use a land line if at all possible; and
- do not use speaker phones, as they cause incredible and annoying feedback in the courtroom.

Participants who have excessive background noise, lack clarity or who are causing feedback into the courtroom risk being disconnected and excluded from the hearing.

JUDGE ELIZABETH E. BROWN

Telephonic Appearances for Courtroom F Hearings before Judge Brown

The Bankruptcy Court allows parties the privilege of appearing at brief, non-evidentiary hearings by telephone. This is intended to save the parties and counsel time and the expense of parking downtown, as well as avoiding security screenings. However, please do not abuse this privilege.

DO's and DON'Ts:

1. **Be prompt** for hearing by dialing in to the conference bridge line a few minutes before the scheduled hearing time. A staff member will take role and then connect you “live” to the courtroom. Please be patient and avoid saying anything you would not want the judge and opposing counsel to hear.
2. **Consider coming to Court in person whenever** your matter is more important than a scheduling conference or the like. You would be surprised how much better you are able to communicate with opposing counsel when you meet face-to-face. The Court finds many matters settle in the minutes before or after a hearing simply because both counsel are present. You will also be able to “read” the Judge’s expressions to gauge whether your arguments are convincing or not.
3. **Dial in only from a “land line.”** Don’t use a cell phone or a speaker phone. They are not compatible with the government equipment. They will create loud noise feedback and a terrible echo effect. If you violate this requirement, the Court may drop you from the call at any time.
4. **Telephonic appearance is only allowed for a *non-evidentiary* presentation.** If counsel or a party intend to present evidence through witnesses or documents, they must be present in the courtroom. The Court does not allow telephonic testimony by witnesses either. Video testimony *may* be permitted with the permission of the Court or consent of all parties. If an attorney wishes to “observe” at an evidentiary hearing by listening on the telephone, the attorney may request permission to do so in advance of the hearing.
5. **No recording of telephonic hearings is permitted.** You may, however, request a copy of a transcript of a hearing. More information is available at <http://www.cob.uscourts.gov/transcripts>.
6. **Dial in from a quiet environment.** We have been surprised over the years to hear loud, distracting background noise of all forms, including a rooster crowing, a toilet flushing, hold music, attorneys speaking with their clients, and the like. If you cause noise distractions, the Court will drop you from the call.
7. **Allow the Court to interrupt you.** Courtroom time is limited and, therefore, precious. The Court may have many matters to hear on the docket. Therefore, the Court may and likely will interrupt you to ask questions or to redirect the focus of your arguments. Listen for the Court’s attempts to interrupt, as it can be more difficult to hear these on the telephone.

JUDGE THOMAS B. MCNAMARA

Telephonic Appearances and Connection Procedures

- **Preference for Appearances In Person.**

The Court prefers for counsel and *pro se* parties to appear in person in Court for all scheduled hearings. Participation in person may facilitate better communication with the Court and promote substantive dialogue between opposing counsel and parties. Such communication in person between opposing counsel and parties often leads to the resolution or narrowing of disputed issues.

Notwithstanding, the Court recognizes that telephonic participation may be appropriate in certain routine, non-evidentiary hearings and conferences in order to avoid additional fees and costs. Accordingly, as set forth below, the Court will permit telephonic participation in certain routine, non-evidentiary hearings and conferences. But even if telephonic participation is authorized, counsel and *pro se* parties always may appear in person.

If telephonic participation is authorized, please be aware that telephonic hearings are conducted in open Court and all proceedings are recorded.

- **Presumptive Authorized Telephonic Appearances.**

The Court presumptively permits counsel and parties (including *pro se* parties) to appear by telephone only at the following type of hearings and conferences:

- Non-evidentiary hearings on contested motions;
- Status and scheduling conferences on contested motions;
- Scheduling conferences, pretrial conferences, and final pretrial conferences conducted under Fed. R. Civ. P. 16 and Fed. R. Bankr. P. 7016 in adversary proceedings;
- Reaffirmation agreement hearings under 11 U.S.C. § 524;
- Non-evidentiary Chapter 13 confirmation hearings under 11 U.S.C. § 1324; provided however, that counsel may appear by telephone only if the required Certificate and Motion to Determine Notice is **timely filed** under L.B.R. 3015-1, or if a phone appearance is indicated in the minutes of proceeding, minute order, Court order, or notice setting the hearing.
- Other types of hearings and conferences in which the minutes of proceeding, minute order, Court order, or notice specify that telephonic participation is authorized.

- **Presumptive Appearances In Person.**

- **Trials and Evidentiary Hearings.** For trials and evidentiary hearings, the Court presumptively requires (absent extraordinary circumstances presented by motion in advance) that all counsel (and *pro se* parties), as well as all witnesses, appear in person. The Court generally does not accept evidence telephonically.
- **Evidentiary Proffers.** For preliminary hearings at which an evidentiary proffer is required or anticipated (including hearings on motions for relief from stay under 11 U.S.C. § 362(d) and L.B.R. 4001-1 and motions to dismiss or convert under 11 U.S.C. § 1112 and L.B.R. 2081-3), the Court presumptively requires (absent extraordinary

circumstances presented by motion in advance) that all counsel (and *pro se* parties) appear in person to present evidentiary proffers. Witnesses are not required to attend hearings in which only evidentiary proffers will be made. The Court generally does not accept evidence telephonically.

- **Motions for Telephonic Participation.**

If telephonic participation is not presumptively authorized, counsel (or *pro se* parties) may file a motion requesting authorization to appear telephonically or present a witness telephonically. Any such motion must be filed well in advance of the trial or hearing date and must explain the extraordinary circumstances warranting telephonic participation. Telephonic participation is not authorized unless the Court approves such motion.

- **Procedure for Telephone Connection.**

If telephonic participation is authorized, it is the responsibility of counsel and *pro se* parties to initiate any connection to the Court's telephone conference system. Failure to contact the Court and to connect to a hearing or conference in a timely manner, prior to the scheduled time, may preclude counsel or *pro se* parties from participation in a hearing or a status and scheduling conference.

If telephonic participation is authorized, please access the Courtroom conference bridge by dialing **1-888-684-8852**. The Meeting ID is **3187256#**. The Court strongly recommends use of a land line if appearing by telephone. Please stay on the line until the Court operator takes the roll call and the hearing or conference begins.

Please note that being allowed to appear telephonically at a hearing is a privilege which will be not be granted or continued unless the Court can obtain an accurate record. In order to allow the Court to make a proper electronic recording of its proceedings when parties appear telephonically, those appearing by telephone are advised that they cannot use speaker phones, as speakerphones cause feedback on the Court's recording system. Those appearing telephonically must eliminate all excessive noise (including, but not limited to, typing, background conversations, crying babies, barking dogs, traffic, wind, music, etc.). Cellular telephones are discouraged, since they are more susceptible to background noise and clarity issues. Participants who fail to follow the foregoing telephone procedures risk being disconnected and excluded from the hearing or conference.

JUDGE JOSEPH G. ROSANIA

General—

The Court urges counsel or *pro se* parties to appear in person at all hearings and trials.

Appearances by Telephone **ARE** Allowed as Follows:

1. Thursday non-evidentiary Chapter 13 Confirmation hearings only if the Certificate and Motion to Determine Notice is timely filed (4 days prior to the hearing pursuant to L.B. Rule 3015-1). Parties can confirm whether a telephonic appearance is allowed by checking the Court's docket.

2. Reaffirmation Agreement hearings as set forth in the Court's notice of hearing.
3. If the Court's notice of hearing specifically provides for telephonic appearance or if a telephonic appearance is approved by the Court after a timely filed motion.

Appearances by Telephone **ARE NOT** Allowed as Follows:

1. Counsel and *pro se* parties are required to personally appear at preliminary hearings on motions for relief from stay absent a timely filed motion setting forth cause and entry of an order approving telephonic appearance.
2. Evidentiary hearings or adversary proceeding trials require counsel, *pro se* parties and witnesses to be present in the courtroom. The Court prefers to receive evidence in person unless the Court has approved a timely filed motion which sets forth the extraordinary circumstance requiring the telephonic appearance.

Procedure

It is critical that the Court obtain an accurate record of all hearings. If the privilege of appearing by telephone is authorized as set forth above, parties may connect by dialing in to the Court's Conference Bridge as follows:

The Phone Number is **1-888-684-8852**.

The Access Code is **9369782#**.

Counsel and Parties must use landlines.

Counsel and Parties are not allowed to use speakerphones.

Counsel and Parties are not allowed to record the telephonic hearing.

Counsel and Parties who violate the above rules may be excluded from appearing by telephone at the discretion of the Court.

ELEVENTH CIRCUIT

1. MIDDLE DISTRICT OF ALABAMA: Telephonic Conferencing

RULE 2003-1. MEETINGS OF CREDITORS CONTINUANCES AND APPEARANCES

(g) Where the debtor's physical appearance has been excused by the Court and the 341 is to be completed by telephone, the debtor shall arrange with the Trustee for the telephone hearing and give notice to all creditors of the telephone hearing.

2. NORTHERN DISTRICT OF ALABAMA:

*No Information Provided

3. SOUTHERN DISTRICT OF ALABAMA: Telephonic and Video Conferencing

Interim Video Teleconference Rules (<http://www.alsb.uscourts.gov/interim-video-teleconference-rules>)

1. Video conference hearings will not be used on regularly scheduled hearing dates for Selma.
2. No preliminary relief from stay hearings or other similar hearings will be handled by video teleconference.
3. Any final relief from stay hearing or other contested matter or adversary proceeding may be handled by video conference if:
 - (a) The courtroom deputy for Judge Mahoney is advised of the request for a video conference hearing when the hearing is set, or within ten days thereafter, so that sufficient time can be allotted to the hearing.
 - (b) The video teleconference scheduler is advised and the scheduler indicates that the date and time are available.
 - (c) All parties who must be served with the moving papers are notified in writing of the request for a video conference hearing at the time the request is made.
4. All exhibits (except rebuttal exhibits) must be premarked and the originals must be filed with the court no later than one full business day before the hearing. Opposing parties, counsel and witnesses must be served with copies of the exhibits as well no later than one full business day before the hearing. Copies to counsel, parties and witnesses may be served by mail or facsimile.
5. If counsel or parties wish to participate by video conference from a location in another district, counsel or the party must inform this court in writing of the request to participate by video teleconference at least ten days before the hearing.

The party or counsel must contact the judge's courtroom deputy about the request. If the court can accommodate it, the courtroom deputy will inform the requester. Then, the requesting party must make arrangements with the other court or other video conference facility for use of its video conference equipment. The party must also inform this court's scheduler of the name of the scheduler in the other court or other video conference facility so that the connection by video can be made.

Helpful Hint and Reminders

1. The equipment is set up to pick up images of all parties seated at the conference table; therefore, do not move the equipment or rearrange the furniture.
2. Since the video teleconferencing monitors do not operate like conventional television sets, do not change any settings or change channels.
3. This system has a document handling camera. We will provide additional instructions on the use of the document camera at a later date.

4. There may be a slight delay in the time words are spoken at one site and then received at the other site by the communications equipment. This does not indicate an equipment malfunction, and is a normal indicator of the communication operation.
5. Please speak somewhat louder and more clearly than you do in your usual conversational tone.
6. Room lighting may affect the quality of reception. The lighting in the conference room is fixed and should not be adjusted.

4. MIDDLE DISTRICT OF FLORIDA: Telephonic Conferencing

Policies and Procedures on Telephonic Appearances

Telephonic hearings are considered a privilege, not a right, and are subject to the discretion of the assigned Judge.

No prior approval by the Court is needed for telephonic appearances conducted in compliance with these policies and procedures (except to the extent directed in paragraphs 1.c and 2.d.ii, below).

Counsel assumes the risk of the prejudice that may result from not being present in person.

1. General Conditions and Limitations on Telephonic Appearances:
 - a. Counsel resident in a Division of the Middle District generally must appear in person at all hearings and trials in that Division.
 - b. Participation of counsel appearing by telephone is limited to a short statement in support of or in opposition to the relief requested unless permitted otherwise by the Judge.
 - c. With permission from Chamber's Staff ([Chambers Contact Information](#)): (1) individual parties with no lawyer may attend hearings by telephone, and (2) parties represented by counsel may attend hearings by telephone on a "listen only" basis.
 - d. Telephonic appearances are **NOT** allowed (i) in trials in any division, or (ii) in Chapter 13 hearings in the Orlando Division.
 - e. Telephonic appearances **are** allowed in non-evidentiary, preliminary, or pretrial hearings without prior approval of the Court.
 - f. The Court may mute or disconnect the call and conduct the hearing without participation of counsel appearing telephonically in the event of equipment failure or audible background noise.
2. General Procedures:
 - a. To ensure the quality of the record, the use of speakerphones is prohibited and the use of cell phones is discouraged. Counsel should cover the telephone handset or use the mute option to minimize background noise.
 - b. Those appearing telephonically shall pause from time to time while speaking to facilitate future transcription of the hearing and to allow for inquiry or comments by the Judge.
 - c. Counsel shall identify themselves for the record each time they speak.
 - d. Telephonic appearance before Chief Judge Williamson and Judge Colton is through CourtSolutions LLC.
 - i. All persons who wish to listen to or participate in a scheduled hearing telephonically must register for a CourtSolutions account by visiting the CourtSolutions website at www.Court-Solutions.com.
 - ii. For administrative purposes, registered participants must submit a request to appear telephonically at a scheduled hearing not later than 5 p.m., EST, on the business day prior to the hearing date through their CourtSolutions account. Clerk's office staff will routinely approve requests for telephonic appearances conducted in compliance with these policies and procedures.
 - iii. CourtSolutions will provide counsel with written confirmation of a telephonic appearance and give counsel a number to call to make that appearance.
 - iv. Counsel is responsible for dialing in to the call by the time of the scheduled hearing. CourtSolutions does not place calls to counsel.

- v. Please direct questions regarding charges and payment arrangements to CourtSolutions.
- vi. Click [HERE](#) to leave feedback regarding your experience with CourtSolutions.
- e. Telephonic appearance before Judges Funk, Jennemann, Glenn, May, McEwen, Delano, Jackson and Briskman is through CourtCall.
 - i. Telephonic appearances must be arranged by contacting CourtCall at 866-582-6878 not later than 5 p.m., EST, on the business day prior to the hearing date.
 - ii. CourtCall will provide counsel with written confirmation of a telephonic appearance and give counsel a number to call to make that appearance.
 - iii. Counsel is responsible for dialing in to the call by the time of the scheduled hearing. CourtCall does not place calls to counsel.
 - iv. Please direct questions regarding charges and payment arrangements directly to CourtCall.
 - v. Click [HERE](#) to leave feedback regarding your experience with CourtCall.

5. NORTHERN DISTRICT OF FLORIDA: Telephonic Conferencing

INDIVIDUAL JUDGE PROCEDURE

(http://www.flnb.uscourts.gov/sites/default/files/court_resources/telephonic_appearance_procedures.pdf)

CHIEF JUDGE KAREN K. SPECIE

TELEPHONIC APPEARANCE PROCEDURES FOR BANKRUPTCY JUDGE KAREN K. SPECIE

I. SCHEDULING A TELEPHONIC APPEARANCE

Telephone appearances must be arranged by calling CourtCall, an independent conference call company, at (866) 582-6878 not later than 3:00 p.m. one day prior to the hearing date. In an emergency not of your making (i.e.: your office forgot to contact CourtCall on time), you may be given permission by Chambers to appear via telephone the day of a hearing.

There are charges for use of CourtCall; for information on calling rates, contact CourtCall directly. See www.courtcall.com for more information.

II. POLICY GOVERNING TELEPHONIC APPEARANCES VIA COURTCALL

Telephonic appearances via CourtCall are allowed in all matters before the Court EXCEPT:

1. Trials and evidentiary hearings—all counsel and witnesses must appear in person;
2. Chapter 11 status conferences—debtor and debtor’s counsel must appear in person, other parties in interest may appear telephonically via CourtCall;
3. Chapter 11 confirmation hearings—debtor and debtor’s counsel must appear in person;
4. Hearings on reaffirmation agreements—debtor must appear in person;
5. Any matter designated by the Court as one requiring a personal appearance.
6. UNLESS OTHERWISE ORDERED, THE COURT WILL NOT TAKE TESTIMONY VIA TELEPHONE.

Preliminary relief from stay hearings are noticed and handled telephonically, but parties may instead appear in person in the 2nd Floor Courtroom, 110 E. Park Avenue, Tallahassee, FL 32301.

If an individual schedules a telephonic appearance via CourtCall and then fails to respond to the call of a matter on calendar, the court may pass the matter or may treat the failure to respond as a failure to appear.

Pro Bono—A waiver of the CourtCall fees can be granted upon request to Chambers for pro se parties who have previously been granted IFP status and parties represented by Legal Services. All such requests must be made at least one full day prior to the hearing and approved by Judge Specie. If such request is approved, the Court will notify CourtCall prior to the hearing of such waiver of fees.

Individuals making use of CourtCall do so at their own risk. Hearings generally will not be rescheduled due to missed connections.

III. PROCEDURE FOR TELEPHONIC APPEARANCE

CourtCall will provide written confirmation of a telephonic appearance and a number to call for the telephonic appearance. Persons appearing telephonically must dial in to the call not later than 10 minutes prior to the start of the scheduled hearing. CourtCall does not place calls. Any person who does not timely call and connect with the CourtCall operator will be billed for the call; the hearing may proceed in your absence.

Call quality is essential. The use of mobile phones, cellular phones, speakerphones, or phones in public places is expressly prohibited except in extreme emergencies. At the time of your hearing, you may initially be in listening mode, in which case you will be able to hear the case before yours as if you were in the courtroom. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. When the Judge concludes your hearing, you may disconnect.

IV. Additional Information. Cases in the Northern District of Florida may be filed in either the Central or Eastern time zones. Hearings are noticed for the time zone that applies to each case, i.e., Gainesville and Tallahassee Division Cases—EST; Pensacola and Panama City Division Cases—CST. Under no circumstances may any participant record or broadcast the proceedings conducted by the Bankruptcy Court.

6. SOUTHERN DISTRICT OF FLORIDA: Telephonic Conferencing

RULE 9074-1. APPEARANCE BY TELEPHONE

(A) General Eligibility Requirements. Unless the judge otherwise specifically directs, the appearance by telephone procedure in this rule is available only to parties who are not residents of the county in which the hearing is scheduled. For attorneys, residence shall mean the county in which the appearing attorney's law office is located.

(B) Restrictions. Telephone hearings will not be permitted for (1) evidentiary hearings; and (2) matters scheduled on a regular Chapter 13 calendar. When a land line is available, parties will not be permitted to appear by cellular telephone except with specific permission from the court.

(C) Procedure. Parties requesting to participate in hearings by telephone must contact the judge's calendar clerk at least two business days prior to the date of the hearing. Telephone hearings may be deferred by the judge to the end of the hearing calendar, so the party must remain available for the court's call from the scheduled hearing time until the end of the day's hearing calendar. The court generally will not postpone the hearing because of the party's unavailability or telephonic transmission problems.

INDIVIDUAL JUDGE PROCEDURES (<http://www.flsb.uscourts.gov/>)

JUDGE P. HYMAN

TELEPHONE APPEARANCES

- UNDER NO CIRCUMSTANCES MAY ANY PARTICIPANT RECORD OR BROADCAST THE PROCEEDINGS CONDUCTED BY THE BANKRUPTCY COURT
- Judge Hyman encourages telephonic appearances for routine, non-evidentiary matters. There is no geographic limitation regarding who may appear by telephone. Please note, however, that the ability to appear by telephone is a privilege and not a right and that such privilege may be withdrawn by the Court at any time.
- Telephonic appearances are allowed in all matters before the Court EXCEPT the following:
 - a. Trials and evidentiary hearings—all counsel and all witnesses must appear in person;
 - b. Chapter 13 hearings of all kinds; and
 - c. Any matter designated by the Court as one requiring a personal appearance.
- Counsel appearing by telephone may not use a speaker phone—a handset must be used. Counsel should state his or her name each time he or she is heard so the court reporter can identify who is speaking. Counsel should speak loudly, clearly, and slowly. Also, counsel should cover the telephone handset, or place the telephone on mute, when he or

she is not talking, to minimize background noise that is broadcast over the speaker system in the courtroom. Failure to do so may result in the inability of the court reporter to fully and accurately transcribe the statements of counsel.

- During telephonic hearings, counsel present in the courtroom should move as close to the microphones as possible to ensure that all courtroom activity may be heard by those appearing by telephone.
- Participation of counsel appearing by telephone will be limited to a short statement or argument in support of, or in opposition to, the relief requested. Counsel may not engage in extended argument or participate in the introduction of evidence or examination of witnesses. If the Court determines it is appropriate to receive evidence at the scheduled hearing, the hearing will not be continued or rescheduled to accommodate counsel appearing by telephone.
- If there is an equipment failure for any reason, the Judge will proceed with the hearing without participation of counsel appearing telephonically.
- If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may pass the matter or may treat the failure to respond as a failure to appear.
- Counsel assumes the risk of the prejudice that may result from not being present in person and therefore possibly being unable to advance the party's points in favor of, or in opposition to, the relief requested.

ARRANGING TELEPHONIC APPEARANCES

- Except for *pro se* debtors appearing at reaffirmation hearings and certain other matters with prior permission (see below), telephonic appearances before Judge Hyman will be through the services of CourtCall, an independent conference call company. Counsel wishing to appear by telephone should establish an account with CourtCall in advance of their first intended appearance. CourtCall may be contacted on the web at www.courtcall.com and by telephone at (888) 882-6878.
- Absent an emergency, telephone appearances may be arranged by calling CourtCall at (888) 882-6878 not later than 3:00 p.m. prevailing Eastern Time on the court day prior to the hearing date. Any request for a telephonic appearance made after the 3:00 p.m. deadline must be Court approved by contacting Judge Hyman's Courtroom Deputy, Vivian Corrales, at (561) 514-4109.
- CourtCall will provide counsel with written confirmation of a scheduled telephonic appearance, and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call not later than 10 minutes prior to the scheduled hearing. CourtCall does not place a call to counsel. As of May 1, 2009, the initial charge per participant for a CourtCall appearance is \$30.00 for the first 45 minutes, and then \$7.00 for each additional 15 minute increment. If you do not timely call and connect with the CourtCall operator, you will be billed for the call and the hearing may proceed in your absence. Please check with CourtCall for current applicable charges and more detailed fee rules.
- Telephonic appearances are connected directly with the sound system in the courtroom. To ensure the quality of the record, the use of mobile telephones, speaker phones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies.
- Once placed into the hearing by the CourtCall operator, you will be able to hear all activity before the Court just as if you were in the courtroom. As with appearances made in person, you will need to wait for your matter to be called. The Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. The court's

teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

- A waiver of the CourtCall fees can be approved for pro se parties who have previously been granted in forma pauperis status, parties represented by Legal Services on a pro bono basis, and certain governmental entities, if requested prior to the hearing and approved by Judge Hyman. If such request is approved, the Court will notify CourtCall prior to the hearing of such waiver of fees.

PRO SE DEBTORS' TELEPHONIC APPEARANCES AT REAFFIRMATION HEARINGS

- If you have signed a reaffirmation agreement and the Court sets a hearing on your reaffirmation agreement, you may appear at that hearing by telephone. Appearances by telephone must be arranged with the Courtroom Deputy by calling (561) 514-4109 at least 48 hours in advance of the hearing. Unless absolutely necessary, pro se debtors should provide the Courtroom Deputy with a telephone landline number rather than a cell phone number. Telephone hearings may be deferred by the Judge to the end of the hearing calendar, so the pro se debtor must remain available for the Court's call from the scheduled hearing time until the end of the day's hearing calendar. If the debt is to be reaffirmed by joint debtors, such as husband and wife, both parties must participate in the telephone hearing.

JUDGE A. JAY CRISTOL

TELEPHONE APPEARANCES

- **UNDER NO CIRCUMSTANCES MAY ANY PARTICIPANT RECORD OR BROADCAST THE PROCEEDINGS CONDUCTED BY THE BANKRUPTCY COURT**
- Beginning May 1, 2015, all telephone appearances before Judge Cristol will be through CourtCall. CourtCall may be contacted at www.courtcall.com and by telephone at (866) 582-6878.
- Telephone appearances through CourtCall are permitted on all motion calendars, except motion calendars in Chapter 13 cases scheduled on Chapter 13 calendar days, and as otherwise restricted by the Court (see below). Telephone appearances through CourtCall are permitted in Chapter 13 hearings that are scheduled on non-Chapter 13 calendar days, subject to the restrictions below.
- Absent an emergency, telephone appearances may be arranged by calling CourtCall not later than 6:00 p.m. prevailing Eastern Time on the court day prior to the hearing date. Any request for a telephonic appearance made after the 6:00 p.m. deadline must be approved by contacting Judge Cristol's Courtroom Deputy, Barbara Cargill, at (305) 714-1778, but such request will normally not be granted in the absence of an emergency.

A WAIVER OF THE COURTCALL FEES CAN BE APPROVED FOR PRO SE PARTIES WHO HAVE PREVIOUSLY BEEN GRANTED IN FORMA PAUPERIS STATUS, PARTIES REPRESENTED BY LEGAL SERVICES ON A PRO BONO BASIS, AND CERTAIN GOVERNMENTAL ENTITIES, IF REQUESTED PRIOR TO THE HEARING AND APPROVED BY JUDGE CRISTOL. IF SUCH REQUEST IS APPROVED, THE COURT WILL NOTIFY COURTCALL PRIOR TO THE HEARING OF SUCH WAIVER OF FEES.

- Telephonic appearances are NOT permitted for the following matters (unless you are merely listening to the proceeding):
 - Trials and evidentiary hearings—all counsel and all witnesses must appear in person, except as otherwise authorized by the Federal Rules of Bankruptcy Procedure and subject to court order.
 - Chapter 11 status conferences and Chapter 11 confirmation hearings.
 - Chapter 13 hearings, except those that are scheduled on non-chapter 13 calendar days.
 - Discovery disputes (unless the Court authorizes the telephonic appearance and local counsel is present in the courtroom).
 - Motions to reopen and/or reinstate filed in any case under any chapter.
 - Any matter designated by the Court as one requiring a personal appearance.
- Persons attending by telephone must be available when the hearing is scheduled. However sometimes matters start late and there is no guarantee a matter will be heard at the time scheduled on the calendar. In some instances, a matter may be called a half hour or more after it is scheduled.
- Counsel appearing telephonically may not use a speakerphone; a handset must be used. ON INITIAL APPEARANCE COUNSEL SHOULD STATE HIS OR HER NAME AND SPELL THE LAST NAME. THEREAFTER, COUNSEL SHOULD STATE HIS/HER NAME EACH TIME HE/SHE SPEAKS SO THE ELECTRONIC COURT REPORTING SYSTEM CAN IDENTIFY WHO IS SPEAKING.
- If there is an equipment failure for any reason, the Judge will continue with the hearing without participation of counsel or the party appearing telephonically. Persons appearing by phone assume the risk of prejudice that may result from not being present in person and possibly unable to therefore advance the party’s points in favor of, or in opposition to, the relief requested.

JUDGE LAUREL M. ISICOFF

HEARINGS

- Telephone Appearance
 - Except for *pro se* debtors appearing at reaffirmation hearings and certain other matters with prior permission (see below), all telephonic appearances before Judge Isicoff will be through CourtCall.
 - Absent an emergency, telephone appearances may be arranged by calling CourtCall not later than 3:00 p.m. prevailing Eastern Time on the court day prior to the hearing date. Any request for a telephonic appearance made after the 3:00 p.m. deadline must be approved by contacting Judge Isicoff’s Courtroom Deputy, Noemi Sanabria, at (305) 714-1877, but such request will normally not be granted in the absence of an emergency.

A waiver of the CourtCall fees can be approved for *pro se* parties who have previously been granted *in forma pauperis* status, parties represented by legal services on a *pro bono* basis, and certain governmental entities, if requested prior to the hearing and approved by Judge Isicoff. If such request is approved, the court will notify CourtCall prior to the hearing of such waiver of fees.

Under no circumstances may any participant record or broadcast the proceedings conducted by the Bankruptcy Court.

- Telephonic appearances are NOT permitted for the following matters (unless you are merely listening to the proceeding):
 - Trials and evidentiary hearings—all counsel and all witnesses must appear in person, except as otherwise authorized by the Federal Rules of Bankruptcy Procedure and subject to court order.
 - Chapter 11 status conferences and Chapter 11 confirmation hearings.
 - Chapter 13 hearings, except those that are scheduled on non-chapter 13 calendar days.
 - Discovery disputes (unless the Court authorizes the telephonic appearance and local counsel is present in the courtroom).
 - Any matter designated by the Court as one requiring a personal appearance.
- Persons attending by phone must be available when the hearing is scheduled. However, sometimes matters start late and there is no guarantee when your matter will actually be called.
- Counsel appearing telephonically may not use a speakerphone; a handset must be used. Counsel should state his/her name each time he/she speaks so the court reporter can identify who is speaking.
- If there is an equipment failure for any reason, the Judge will continue with the hearing without participation of counsel or the party appearing telephonically. Persons appearing by phone assume the risk of the prejudice that may result from not being present in person and possibly unable to therefore advance the party's points in favor of, or in opposition to, the relief requested.

JUDGE RAYMOND B. RAY

HEARINGS

Telephonic Appearances

- **UNDER NO CIRCUMSTANCES MAY ANY PARTICIPANT RECORD OR BROADCAST THE PROCEEDINGS CONDUCTED BY THE BANKRUPTCY COURT**
- Judge Ray encourages telephone appearances for routine, non-evidentiary matters for out of area attorneys. Please note, however, that the ability to appear by telephone is a privilege and not a right and that such privilege may be withdrawn by the Court at any time.
- Telephonic appearances are permitted in all matters before the Court **EXCEPT** the following:
 1. Trials and evidentiary hearings—all counsel and all witnesses must appear in person;
 2. Chapter 11 status conferences—a representative of the debtor and debtor's counsel must appear in person, other parties in interest may appear by telephone;
 3. Chapter 11 confirmation hearings—a representative of the debtor, debtor's counsel, and all objecting parties must appear in person;
 4. Chapter 13 hearings of all kinds; and
 5. Any matter designated by the Court as one requiring a personal appearance.
- Counsel appearing by telephone may not use a speaker phone—a handset must be used. Counsel should state his or her name each time he or she is heard so the court reporter can identify who is speaking. Counsel should speak loudly, clearly, and slowly. Also, counsel should cover the telephone handset, or place the telephone on mute, when he or

she is not talking, to minimize background noise that is broadcast over the speaker system in the courtroom. Failure to do so may result in the inability of the court reporter to fully and accurately transcribe the statements of counsel.

- During telephonic hearings, counsel present in the courtroom should move as close to the microphones as possible to ensure that all courtroom activity may be heard by those appearing by telephone.
- Participation of counsel appearing by telephone will be limited to a short statement or argument in support of, or in opposition to, the relief requested. Counsel may not engage in extended argument or participate in the introduction of evidence or examination of witnesses. If the Court determines it is appropriate to receive evidence at the scheduled hearing, the hearing will not be continued or rescheduled to accommodate counsel appearing by telephone.
- If there is an equipment failure for any reason, the Judge will proceed with the hearing without participation of counsel appearing telephonically.
- If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may pass the matter or may treat the failure to respond as a failure to appear.
- Counsel assumes the risk of the prejudice that may result from not being present in person and therefore possibly being unable to advance the party's points in favor of, or in opposition to, the relief requested.

Arranging Telephonic Appearances

- Except for *pro se* debtors appearing at reaffirmation hearings and certain other matters with prior permission (see below), all telephonic appearances before Judge Ray will be through the services of [CourtCall](#), an independent conference call company. Counsel wishing to appear by telephone must establish an account with [CourtCall](#) and follow its procedures. Judge Ray recommends that counsel intending to appear by telephone establish a [CourtCall](#) account in advance of their first intended appearance. [CourtCall](#) may be contacted on the web at: <http://www.courtcall.com/> and by telephone at (888) 882-6878.
- Absent an emergency, telephone appearances may be arranged by calling [CourtCall](#) at (888) 882-6878 not later than 3:00 p.m. prevailing Eastern Time on the court day prior to the hearing date. Any request for a telephonic appearance made after the 3:00 p.m. deadline must be Court approved by contacting Judge Ray's Courtroom Deputy, Edy Gomez, at (954) 769-5765.
- CourtCall will provide counsel with written confirmation of a scheduled telephonic appearance, and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call not later than 10 minutes prior to the scheduled hearing. [CourtCall](#) does not place a call to counsel. The initial charge per participant for a [CourtCall](#) appearance is \$25.00 for the first 45 minutes, and then \$6.50 for each additional 15 minute increment. If you do not timely call and connect with the [CourtCall](#) operator, you will be billed for the call and the hearing may proceed in your absence. Please check with [CourtCall](#) for more detailed fee rules.
- Telephonic appearances are connected directly with the sound system in the courtroom. To ensure the quality of the record, the use of mobile telephones, speaker phones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies.
- Once placed into the hearing by the [CourtCall](#) operator, you will be able to hear all activity before the Court just as if you were in the courtroom. As with appearances made in person, you will need to wait for your matter to be called. The Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. The court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

- A waiver of the [CourtCall](#) fees can be approved for *pro se* parties who have previously been granted *in forma pauperis* status, parties represented by Legal Services on a *pro bono* basis, and certain governmental entities, if requested prior to the hearing and approved by Judge Ray. If such request is approved, the Court will notify [CourtCall](#) prior to the hearing of such waiver of fees.

Pro Se Debtors’ Telephonic Appearances at Reaffirmation Hearings

- In an effort to avoid the need for *pro se* debtors to be absent from work during regular working hours, *pro se* debtors may appear at reaffirmation hearings by telephone. Appearances by telephone must be arranged with Edy Gomez, Courtroom Deputy, (954) 769-5765, at least 48 hours in advance of the hearing. The denial of a last-minute request will not be an appropriate basis for requesting a continuance of the hearing.
- *Pro se* debtors should provide the Courtroom Deputy with a direct telephone line rather than a switchboard number unless absolutely necessary. Cell phone appearances are discouraged except where the *pro se* debtor is unable to provide another number where he or she will directly answer the telephone. Debtors must be available beginning when the hearing is scheduled until they are called by the Court. *Pro se* debtors are reminded that a telephonic appearance is an appearance before the Court and that they should conduct themselves as if they were physically present in the courtroom.

Telephone Appearances at Specially Set Matters With Prior Court Permission

- Subject to prior approval, Judge Ray may permit telephonic appearances via conference call arranged by counsel. Such appearances will be limited to hearings which are specially set and which are scheduled separate from other matters. If you wish to arrange a conference call for a specially set hearing, contact Edy Gomez, (954) 769-5765, at least 48 hours in advance of the hearing to seek permission. The denial of a request to arrange an independent conference call will not be an appropriate basis for requesting a continuance of the hearing. If the conference call request is permitted, Judge Ray must be designated the moderator or leader of the conference call and counsel arranging the conference call must provide Ms. Gomez with the appropriate code. Counsel arranging the conference call will be required to provide the conference number and participant code to all interested parties.

JUDGE JOHN K. OLSON

TELEPHONE APPEARANCES

- UNDER NO CIRCUMSTANCES MAY ANY PARTICIPANT RECORD OR BROADCAST THE PROCEEDINGS CONDUCTED BY THE BANKRUPTCY COURT
- Like many bankruptcy judges in this district, Judge Olson encourages telephonic appearances for routine, non-evidentiary matters. As long as the appearance is arranged in advance via CourtCall (see below) there is no geographic limitation regarding who may appear by telephone. Please note, however, that the ability to appear by telephone is a privilege and not a right and that such privilege may be withdrawn at any time.
- Telephonic appearances are allowed in all matters EXCEPT the following:
 1. Trials and evidentiary hearings—all counsel and all witnesses must appear in person;
 2. Chapter 11 status conferences—a representative of the debtor and debtor’s counsel must appear in person, other parties in interest may appear by telephone;
 3. Chapter 11 confirmation hearings—a representative of the debtor, debtor’s counsel, and all objecting parties must appear in person; and

4. Any matter designated by the Court as one requiring a personal appearance
- Effective August 11, 2010, telephonic appearances for Chapter 13 calendars will be permitted in limited circumstances. Debtors and debtors' attorneys are not permitted to appear telephonically. Only interested parties other than the Debtor may appear telephonically, and the person appearing telephonically must have no more than two matters scheduled for that Chapter 13 day. Any matter with a telephonic appearance WILL NOT PROCEED on the consent calendar, but will be held until the end of the consent calendar for Judge Olson's consideration. There is never a "time certain" for the transition from consent calendar to unresolved matters (when Judge Olson comes out), so counsel will need to wait on the line until your matter is called. As with any telephonic appearance, failure to announce when your matter is called may be treated as a failure to appear (see below). Chapter 13 mornings are dedicated to plan confirmation issues/objections, and all motions are heard in the afternoon. Please read these telephonic appearance procedures carefully before making your CourtCall reservation, as failure to comply with these procedures (or otherwise discourteous telephonic conduct) may result in suspension of telephonic appearance privileges or other sanctions.
 - Telephonic attendees in any matter may not use cell phones and may not use a speaker phone—a land line handset must be used. The attendee should state his or her name each time he or she is heard so the court reporter can identify who is speaking. The attendee should speak clearly and slowly. Also, the attendee should place the telephone on mute when he or she is not talking to minimize background noise that is broadcast over the speaker system in the courtroom. Failure to do so may result in the inability of the court reporter to fully and accurately transcribe the statements. Consistent failure to mute your line when not speaking or otherwise disruptive or discourteous telephonic conduct may result in suspension of telephonic appearance privileges or other sanctions.
 - Participation of counsel appearing by telephone is generally limited to a short statement or argument in support of, or in opposition to, the relief requested. Counsel may not engage in extended argument or participate in the introduction of evidence or examination of witnesses. If the Court determines it is appropriate to receive evidence at the scheduled hearing, the hearing will not be continued or rescheduled to accommodate counsel appearing by telephone.
 - If there is an equipment failure for any reason, the hearing will proceed without participation of counsel appearing telephonically.
 - If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may treat the failure to respond as a failure to appear.
 - Counsel assumes the risk of the prejudice that may result from not being present in person and therefore possibly being unable to advance the party's points in favor of, or in opposition to, the relief requested.

ARRANGING TELEPHONIC APPEARANCES

- DO NOT file a motion if you wish to appear by phone. Simply make a *timely* CourtCall reservation.
- Except for pro se debtors appearing at reaffirmation hearings and certain other special matters with prior permission, effective January 1, 2010 all telephonic appearances before Judge Olson are through the services of CourtCall, an independent conference call company. Counsel and parties wishing to appear by telephone must establish an account with CourtCall and follow its procedures. Judge Olson recommends that those intending to appear by telephone establish a CourtCall account well in advance of their first intended appearance. See <http://www.courtcall.com/> or call (888) 882-6878 or (866) 582-6878.

- Absent an emergency, telephonic appearances must be arranged by calling CourtCall Customer Service at (888) 882-6878 or (866) 582-6878 not later than 3:00 p.m. prevailing Eastern Time on the court day prior to the hearing date. Any request for a telephonic appearance made after the 3:00 p.m. deadline must be approved by contacting Judge Olson’s Courtroom Deputy, Christina Romero, at (954) 769-5774. The Courtroom Deputy has instructions to strictly enforce the 3:00 p.m. deadline, and exceptions will only be granted in emergencies outside of the control of the party requesting the emergency exception.
- CourtCall will provide counsel with written confirmation of a scheduled telephonic appearance, and give counsel a number to call to make the telephonic appearance. It is counsel’s responsibility to dial in to the conference call not later than 10 minutes prior to the scheduled hearing. CourtCall does not place a call to counsel. The initial charge per participant for a CourtCall appearance is \$30.00 for the first 45 minutes, and then \$7.00 for each additional 15 minute increment. If you do not timely call and connect with the CourtCall operator, you will be billed for the call and the hearing may proceed in your absence. Please check with CourtCall for more detailed fee rules.
- Telephonic appearances are connected directly with the sound system in the courtroom. To ensure the quality of the record, the use of mobile telephones, speaker phones, public telephone booths, or phones in other public places is prohibited except in emergencies. If your “emergency” is not accepted by the Court, you may be disconnected and the hearing may proceed in your absence.
- Once placed into conference by the CourtCall operator, you will be able to hear all activity before the Court just as if you were in the courtroom. As with appearances made in person, you will need to wait for your matter to be called. Judge Olson will call the case, request appearances, and direct the manner in which the hearing proceeds. The teleconferencing system allows more than one speaker to be heard, so Judge Olson can interrupt a speaker to ask a question or redirect the discussion. When Judge Olson informs the participants that the hearing is completed, you may disconnect and the next case will be called.
- A waiver of CourtCall fees may be approved for pro se parties who have previously been granted *in forma pauperis* status, parties represented by Legal Services or by volunteer counsel on a *pro bono* basis, and certain governmental entities (if requested prior to the hearing and approved by Judge Olson). If such request is approved, the Court will notify CourtCall prior to the hearing of such waiver of fees.

JUDGE KIMBALL

HEARINGS

Telephonic Appearances

- UNDER NO CIRCUMSTANCES MAY ANY PARTICIPANT RECORD OR BROADCAST THE PROCEEDINGS CONDUCTED BY THE BANKRUPTCY COURT
- Judge Kimball encourages telephonic appearances for routine, non-evidentiary matters. There is no geographic limitation regarding who may appear by telephone. The ability to appear by telephone is a privilege and not a right and such privilege may be withdrawn by the Court at any time.
- Telephonic appearances are allowed in all matters before the Court EXCEPT the following:
 1. Trials and evidentiary hearings— all counsel and all witnesses must appear in person;

2. Chapter 11 status conferences—counsel of record for the debtor, the trustee, counsel for the trustee, and counsel for any committee must appear in person; other parties in interest may appear by telephone;
 3. Chapter 11 confirmation hearings—the debtor (if an individual), a representative of the debtor (if not an individual), debtor’s counsel, and counsel for all objecting parties must appear in person;
 4. Chapter 13 hearings of all kinds; and
 5. Any matter designated by the Court as one requiring a personal appearance.
- Counsel appearing by telephone may not use a speaker phone—a handset must be used. Counsel should state his or her name each time he or she is heard so the court reporter can identify who is speaking. Counsel should speak loudly, clearly, and slowly. Counsel should cover the telephone handset, or place the telephone on mute, when he or she is not talking, to minimize background noise that is broadcast over the speaker system in the courtroom. Failure to do so may result in the inability of the court reporter to fully and accurately transcribe the statements of counsel.
 - During telephonic hearings, counsel present in the courtroom should move as close to the microphones as possible to ensure that all courtroom activity may be heard by those appearing by telephone.
 - Participation of counsel appearing by telephone will be limited to a short statement or argument in support of, or in opposition to, the relief requested. Counsel may not engage in extended argument or participate in the introduction of evidence or examination of witnesses. If the Court determines it is appropriate to receive evidence at the scheduled hearing, the hearing will not be continued or rescheduled to accommodate counsel appearing by telephone.
 - If there is an equipment failure for any reason, the Judge may proceed with the hearing without participation of counsel appearing telephonically.
 - If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may treat the failure to respond as a failure to appear.
 - Counsel assumes the risk of the prejudice that may result from not being present in person and therefore possibly being unable to advance the party’s points in favor of, or in opposition to, the relief requested.

Arranging Telephonic Appearances

- Except for certain specially set matters (see below), all telephonic appearances before Judge Kimball will be through the services of CourtCall, an independent, fee-based conference call service. Counsel wishing to appear by telephone must establish an account with CourtCall and follow its procedures. Judge Kimball recommends that counsel intending to appear by telephone establish a CourtCall account in advance of their first intended appearance. CourtCall may be contacted on the web at www.courtcall.com and by telephone at (888) 882-6878.
- Absent an emergency, telephone appearances may be arranged by calling CourtCall at (888) 882-6878 not later than 3:00 p.m. prevailing Eastern Time on the court day prior to the hearing date.
- CourtCall will provide counsel with written confirmation of a scheduled telephonic appearance, and give counsel a number to call to make the telephonic appearance. It is counsel’s responsibility to dial in to the call not later than 10 minutes prior to the scheduled hearing. CourtCall does not place a call to counsel. If you do not timely call and connect with the CourtCall operator, you will be billed for the call and the hearing may proceed in your absence. Please check with CourtCall for detailed fee rules.
- Telephonic appearances are connected directly with the sound system in the courtroom. To ensure the quality of the record, the use of mobile telephones, speaker phones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies.
- Once placed into the hearing by the CourtCall operator, you will be able to hear all activity before the Court just as if you were in the courtroom. As with appearances made in person, you will need

to wait for your matter to be called. The Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. The court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

- A waiver of the CourtCall fees can be approved for *pro se* parties who have previously been granted *in forma pauperis* status, parties represented on a *pro bono* basis, and certain governmental entities, if requested prior to the hearing and approved by Judge Kimball. If such request is approved, the Court will notify CourtCall prior to the hearing of such waiver of fees.

Telephone Conferences for Specially Set Matters

- Subject to prior approval, Judge Kimball may permit telephonic appearances via conference call arranged by counsel. Such appearances will be limited to hearings that are specially set and that are scheduled separate from other matters. If you wish to arrange a conference call for a specially set hearing, contact Cindy Klopp, Courtroom Deputy, (561) 514-4143, at least 48 hours in advance of the hearing to seek permission. The denial of a request to arrange an independent conference call will not be an appropriate basis for requesting a continuance of the hearing. If the conference call request is permitted, Judge Kimball must be designated the moderator or leader of the conference call and counsel arranging the conference call must provide Ms. Klopp with the appropriate code. Counsel arranging the conference call will be required to provide the conference number and participant code to all interested parties.

JUDGE ROBERT A. MARK

TELEPHONE APPEARANCES

- **UNDER NO CIRCUMSTANCES MAY ANY PARTICIPANT RECORD OR BROADCAST THE PROCEEDINGS CONDUCTED BY THE BANKRUPTCY COURT.**
- Beginning May 1, 2015, telephonic hearings before Judge Mark will be through CourtCall. The CourtCall Reservation Number to schedule telephonic appearances is: **1-866-582-6878**.
- Absent an emergency, telephone appearances must be arranged no later than **8:00 a.m.**, Eastern **Savings** Time, on the morning of the hearing, by calling CourtCall.
- Any request for a telephonic appearance made after the **8:00 a.m.** deadline must be approved by the Court by contacting the Courtroom Deputy at (305) 714-1766, or the Judge's Chambers at (305) 714-1760.
- Counsel appearing by telephone must be available when the hearing is scheduled and remain on the line until the matter is reached.
- Counsel appearing telephonically may not use a speakerphone. A handset must be used. Counsel shall state his/her name and spell the last name. Thereafter, each time he/she speaks, counsel shall again state his/her name so the record will be clear.

TELEPHONIC HEARINGS WILL NOT BE ALLOWED UNDER THE FOLLOWING CIRCUMSTANCES:

- Miami-Dade County attorneys may not appear by telephone except in emergency situations with specific authorization from Judge Mark's Chambers.
- Chapter 13 hearings, except those that are scheduled on non-chapter 13 calendar days.

- Trials and evidentiary hearings.
- Chapter 11 status conferences and confirmation hearings.
- Discovery disputes (unless authorized by the court).

A WAIVER OF THE COURTCALL FEES CAN BE APPROVED FOR PRO SE PARTIES WHO HAVE PREVIOUSLY BEEN GRANTED IN FORMA PAUPERIS STATUS, PARTIES REPRESENTED BY LEGAL SERVICES ON A PRO BONO BASIS, AND CERTAIN GOVERNMENTAL ENTITIES, IF REQUESTED PRIOR TO THE HEARING AND APPROVED BY JUDGE MARK. IF SUCH REQUEST IS APPROVED, THE COURT WILL NOTIFY COURTCALL PRIOR TO THE HEARING OF SUCH WAIVER OF FEES.

7. MIDDLE DISTRICT OF GEORGIA

*No Information Provided

8. NORTHERN DISTRICT OF GEORGIA: Telephonic Conferencing

BLR 5073-1. TELEVISION AND RADIO BROADCASTING, TAPE RECORDING, OR PHOTOGRAPHING JUDICIAL PROCEEDINGS

The taking of photographs and operation of tape recorders in the courthouse and radio or television broadcasting from the courthouse during the progress of or in connection with judicial proceedings, including proceedings before a Bankruptcy Judge whether or not Bankruptcy Court is actually in session, is prohibited. A judicial officer may, however, permit: (1) the use of electronic or photographic means for the presentation of evidence or the perpetuation of a record, and (2) the broadcasting, televising, recording, or photographing of investiture, ceremonial, or naturalization proceedings. Cameras and/or any electronic devices equipped with cameras, including cellular telephones, personal digital assistants and laptop computers, will not be allowed into the courthouses of this district except by court order or by direct escort and supervision of an employee of a federal agency whose offices are located therein. To facilitate the enforcement of this Rule, no photographic, broadcasting, sound or recording equipment other than the recording equipment of the official court reporters, will be permitted to be operated on the floors of the courthouse occupied by the Bankruptcy Court, except as otherwise permitted by order of the judicial officer before whom the particular case or proceeding is pending. Portable computers, cellular telephones, pagers and personal communication devices may be transported onto floors occupied by the Bankruptcy Court; however, these devices shall not be operated in any courtroom, nor shall they be operated in any public area, where their operation is disruptive of any court proceeding unless otherwise permitted by order of the Bankruptcy Court. All electronic photographic, broadcasting, sound or recording equipment brought into the courthouses shall be subject to inspection by the United States Marshals' Service.

INDIVIDUAL JUDGE PROCEDURE (<http://www.ganb.uscourts.gov/judges-information>)

JUDGE DIEHL

Telephonic Appearances by Counsel

In limited circumstances, Judge Diehl may grant an attorney permission to appear at a hearing telephonically. To inquire about appearing telephonically, the attorney should contact Eva Moody (404-215-1029), Courtroom Deputy Clerk, with the request. If such request is approved by Judge Diehl, Ms. Moody will contact the attorney with the dial-in information.

- An attorney should NOT make a request to appear telephonically if he or she intends to present evidence.
- In deciding to appear telephonically, counsel is agreeing to waive any prejudice attributable to quality deficiencies or irregularities of the record that may result.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of speaker phones, public telephone booths, or phones in other public places is prohibited, and the use of cell phones is discouraged except in the most extreme emergencies.

Participants should be able to hear all parties without difficulty or echo. Counsel should cover the telephone handset or place the telephone on mute when not talking to minimize background noise that is broadcast over the speaker system in the courtroom. Failure to do so may result in the inability of the transcription system to fully and accurately transcribe the statements of counsel. Please be advised that poor reception will cause counsel's appearance to be disconnected. Repeated poor connections may cause counsel to be banned from future telephonic appearances.

Bankruptcy Local Rule 5073-1 states: "The taking of photographs and operation of tape recorders in the courthouse and radio or television broadcasting from the courthouse during the progress of or in connection with judicial proceedings, including proceedings before a Bankruptcy Judge whether or not Bankruptcy Court is actually in session, is prohibited." In accordance with B.L.R. 5073-1, under no circumstances may any individual participating or listening to the proceedings record or broadcast the proceedings conducted by the Bankruptcy Court.

Violation of BLR 5073-1 may result in sanctions, including but not limited to loss of the privilege of appearing by telephone, monetary sanctions, or a finding of contempt against the violator.

JUDGE ELLIS-MONRO

Telephonic Hearings

On occasion Judge Ellis-Monro will hold hearings at which parties and other interested persons participate or listen to the proceedings using CourtCall, an independent conference call company, or other conference call device.

Such telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of speaker phones, public telephone booths, or phones in other public places is prohibited, and the use of cell phones is discouraged except in the most extreme emergencies.

Participants should be able to hear all parties without difficulty or echo. Counsel should cover the telephone handset, or place the telephone on mute, when he or she is not talking, to minimize background noise that is broadcast over the speaker system in the courtroom. Failure to do so may result in the inability of the transcription system to fully and accurately transcribe the statements of counsel. Please be advised that poor reception will cause counsel's appearance to be disconnected. Repeated poor connections may cause counsel to be banned from future telephonic appearances.

In deciding to appear telephonically, counsel is agreeing to waive any prejudice attributable to quality deficiencies or irregularities of the record that may result. Further, in accordance with BLR 5073-1, which states: "The taking of photographs and operation of tape recorders in the courthouse and radio or television broadcasting from the courthouse during the progress of or in connection with judicial proceedings, including proceeding before a Bankruptcy Judge whether or not Bankruptcy Court is actually in session, is prohibited" under no circumstances may any individual participating or listening to the proceedings record or broadcast the proceedings conducted by the Bankruptcy Court.

Violation of BLR 5073-1 may result in sanctions, including but not limited to loss of the privilege of appearing by telephone, monetary sanctions or a finding of contempt against the violator.

JUDGE HAGENAU

TELEPHONIC COURT APPEARANCE PROCEDURES FOR JUDGE WENDY L. HAGENAU POLICY GOVERNING TELEPHONIC APPEARANCES

Telephone appearances are allowed for attorneys whose offices are outside the Atlanta Division in all matters before Judge Hagenau in Courtroom 1403, with the exception of:

1. Trials and Evidentiary Hearings— All counsel and witnesses must appear in person.
2. Matters expected to last more than 20 minutes.
3. Chapter 13 Confirmation Hearings, unless the Chapter 13 Trustee has consented to a telephonic appearance.
4. Chapter 11 Confirmation Hearings— The debtor (if an individual), a representative of the debtor (if not an individual), and debtor’s counsel must appear in person.
5. Matters where the client is present in Court.
6. Any matter designated by the Court as one requiring a personal appearance.
7. No witness in any hearing may appear telephonically.

Parties representing themselves must appear in person. The ability to appear by telephone is a privilege and not a right, and such privilege may be withdrawn by the Court at any time.

Telephonic appearances should be made through CourtCall, an independent conference call company, pursuant to the procedures set forth in Section II. If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on the calendar, the Court may continue the matter or may treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear.

Individuals making use of the conference call service are cautioned that they do so at their own risk. Hearings generally will not be rescheduled due to missed connections. If the Court determines it is appropriate to receive evidence at the scheduled hearing, the hearing will not be continued or rescheduled to accommodate counsel appearing by telephone. If there is an equipment failure for any reason, the Judge will proceed with the hearing without participation of counsel appearing telephonically. In deciding to appear telephonically, counsel is agreeing to waive any prejudice attributable to quality deficiencies or irregularities of the record that may result. Please be advised that poor reception will cause counsel’s appearance to be disconnected. Repeated poor connections may cause counsel to be banned from future telephonic appearances.

SCHEDULING A TELEPHONIC APPEARANCE. Absent an emergency, telephone appearances should be arranged by calling CourtCall at (866) 582-6878 not later than 12:00 noon the court day prior to the

hearing date. Any request for a telephonic appearance after the noon deadline must be Court approved by contacting Judge Hagenau's Courtroom Deputy, Bonnie Lewis, at (404) 215-1193. Participants intending to appear telephonically must send written notification to opposing counsel of the intended telephonic appearance.

PROCEDURE FOR TELEPHONIC APPEARANCES. CourtCall will provide counsel with written confirmation of a telephonic appearance, and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial in to the call no later than 10 minutes prior to the scheduled hearing. CourtCall does not place a call to counsel. The initial charge per participant for a CourtCall appearance is \$30.00 for the first 45 minutes you are connected. For each additional 15-minute increment, the charge is \$7.00. If you do not timely call and connect with the CourtCall operator, you will be billed for the call and the hearing may proceed in your absence. CourtCall may modify its prices at any time and you should make inquiry of the cost when you contact CourtCall. Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of speaker phones, public telephone booths, or phones in other public places is prohibited, and the use of cell phones is discouraged except in the most extreme emergencies. Participants should be able to hear all parties without difficulty or echo. Counsel should cover the telephone handset, or place the telephone on mute, when he or she is not talking, to minimize background noise that is broadcast over the speaker system in the courtroom. Failure to do so may result in the inability of the court reporter to fully and accurately transcribe the statements of counsel. Do not place the call on hold at any time.

In accordance with BLR 5073-1, which states: "The taking of photographs and operation of tape recorders in the courthouse and radio or television broadcasting from the courthouse during the progress of or in connection with judicial proceedings, including a proceeding before a Bankruptcy Judge whether or not Bankruptcy Court is actually in session, is prohibited", under no circumstances may any individual participating in or listening to the proceedings record or broadcast the proceedings conducted by the Bankruptcy Court. Violation of BLR 5073-1 may result in sanctions, including but not limited to loss of the privilege of appearing by telephone, monetary sanctions or a finding of contempt against the violator.

At the time of your hearing, you will be connected to the call of the calendar. You will be able to hear the cases being called as if you were in the courtroom. After your call is connected to the courtroom, the case will be called, and appearances requested. The Court will direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record so the court reporter can identify who is speaking. Counsel should speak loudly, clearly and slowly. The Court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

9. SOUTHERN DISTRICT OF GEORGIA: Telephonic Conferencing

LR 16.5. PRETRIAL CONFERENCE

A civil case may be scheduled for pretrial conference any time after the expiration of the discovery period. Counsel who will actually try the case, or other counsel of record with authority to define issues, make stipulations, and discuss settlement, shall attend the pretrial conference. The Court may require that a party or its representative with settlement authority be present or reasonably available by telephone in order to consider possible settlement of the dispute. Lead counsel must attend the pretrial conference.

D.C. CIRCUIT

RULE 7026-1. DISCOVERY—GENERAL

(e) Application of Provisions of Fed. R. Civ. P. 26(f). The requirement for a meeting of the parties set out in Fed. R. Civ. P. 26(f) applies, but the parties may confer by telephone.

RULE 9010-4. OBLIGATION OF ATTORNEY TO ATTEND HEARINGS

(a) General Requirement. Except as provided in paragraph (b):

(1) an attorney who has entered an appearance in a case or an adversary proceeding on behalf of a client must attend all hearings relating to the matter for which an appearance has been entered (and not withdrawn under LBR 9010-2); and

(2) an attorney for a debtor (whose appearance has not been withdrawn under LBR 9010-2) must attend all hearings relating to matters affecting the debtor.

(b) Exceptions. An attorney need not attend a hearing if:

(5) the attorney has arranged with the Courtroom Deputy Clerk's consent to be available by telephone and appears by telephone;

***Court website** (<http://www.dcd.uscourts.gov/dcd/prettyman>) **states:**

- In addition, courtrooms 5 and 16 have videoconference capabilities. To request the use of videoconference technology, additional information is required by the Court. Please complete the [Videoconference Request Form \[3\]](#) (PDF) and e-mail it to John Cramer.
 - Courtroom 20 (Ceremonial Courtroom) can be configured as an electronic courtroom if requested. The same technology available in the courtrooms listed above is also available for courtroom 20, with the exception of videoconferencing.
-

***VIDEOCONFERENCE REQUEST FORM** (<http://www.dcd.uscourts.gov/dcd/print/147>)

U.S. District Court—Washington, D.C.

1. Date of Videoconference
2. Start time and approximate duration
3. Remote site (Far End)

4. Does person at Far End have access to Videoconference equipment?

5. Case # and Judge (if applicable)

6. Will a jury be present at this end (USDC-DC)?

7. How many witnesses to appear from Far End? From This End?

8. Will a Court Reporter be required? Interpreter?

(NOTE: It is the responsibility of the requestor to make arrangements for a Court Reporter and/or an Interpreter, should one be required.)

9. Will a Judge be present during the Videoconference?

10. How many people will be present at this end for the Videoconference?

11. Have you ever participated in a Videoconference before?

12. Will you have co-counsel at the Far End?

Please e-mail completed form to john_cramer@dcd.uscourts.gov or Please fax completed form to John Cramer.