IN THE UNITED STATES BANKRUPTCY COURT FOR THE NORTHERN DISTRICT OF TEXAS DALLAS DIVISION

In re:)) Chapter 11
HIGHLAND CAPITAL MANAGEMENT, L.P., ¹) Chapter 11
Debtor.) Case No. 19-34054 (SGJ)
Debioi.)
HIGHLAND CAPITAL MANAGEMENT, L.P.	
Plaintiff,)
VS.	Adv. Pro. No. 21-03010 (SGJ)
HIGHLAND CAPITAL MANAGEMENT FUND)
ADVISORS, L.P. AND NEXPOINT ADVISORS, L.P.,)
Defendants.)
)

CERTIFICATE OF SERVICE

I, Vincent Trang, depose and say that I am employed by Kurtzman Carson Consultants LLC ("KCC"), the claims and noticing agent for the Debtor in the above-captioned case.

On February 20, 2021, at my direction and under my supervision, employees of KCC caused the following document to be served via Electronic Mail upon the service lists attached hereto as **Exhibit A** and **Exhibit B**; and, on February 22, 2021, via First Class Mail upon the service lists attached hereto as **Exhibit C** and **Exhibit D**:

• Amended Notice of Hearing (Change of Start Time) [Docket No. 13]

Furthermore, on February 21, 2021, at my direction and under my supervision, employees of KCC caused the following document to be served via Electronic Mail upon the service lists attached hereto as **Exhibit A** and **Exhibit B**; and, on February 22, 2021, via First Class Mail upon the service lists attached hereto as **Exhibit C** and **Exhibit D**:

• Notice of Deposition of Dustin Norris [Docket No. 16]

¹ The Debtor's last four digits of its taxpayer identification number are (6725). The headquarters and service address for the above-captioned Debtor is 300 Crescent Court, Suite 700, Dallas, TX 75201.



Furthermore, on February 21, 2021, at my direction and under my supervision, employees of KCC caused the following document to be served via Electronic Mail upon the service lists attached hereto as **Exhibit A**, **Exhibit B** and **Exhibit E**; and, on February 22, 2021, via First Class Mail upon the service lists attached hereto as **Exhibit C**, **Exhibit D** and **Exhibit F**:

• Notice of Deposition of James Dondero [Docket No. 17]

Furthermore, on February 22, 2021, at my direction and under my supervision, employees of KCC caused the following document to be served via Electronic Mail upon the service list attached hereto as **Exhibit B**; and via First Class Mail upon the service list attached hereto as **Exhibit D**:

• Debtor's Supplemental Witness and Exhibit List with Respect to Evidentiary Hearing to be Held on February 23, 2021 [Docket No. 19]

Furthermore, on February 23, 2021, at my direction and under my supervision, employees of KCC caused the following document to be served via Electronic Mail upon the service lists attached hereto as **Exhibit A**, **Exhibit B** and **Exhibit E**:

• Instructions for any counsel and parties who wish to participate in the Hearing [attached hereto as <u>Exhibit G</u>]

Dated: February 25, 2021

<u>/s/ Vincent Trang</u> Vincent Trang KCC 222 N Pacific Coast Highway, Suite 300 El Segundo, CA 90245

EXHIBIT A

Description	CreditorName	CreditorNoticeName	Email
			ctimmons@abernathy-law.com;
Counsel for Collin County Tax	Abernathy, Roeder, Boyd &	Chad Timmons, Larry R. Boyd,	bankruptcy@abernathy-law.com;
Assessor/Collector	Hullett, P.C.	Emily M. Hahn	ehahn@abernathy-law.com
Counsel for NexBank	Alston & Bird LLP	Jared Slade	jared.slade@alston.com
Counsel for NexBank	Alston & Bird LLP	Jonathan T. Edwards	jonathan.edwards@alston.com
		William P. Bowden, Esg.,	•
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Surgent, Frank Waterhouse, and Issac			
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Surgent, Frank Waterhouse, and Issac			
Leventon (the "Senior Employees")	Baker & Mckenzie LLP	Michelle Hartmann	michelle.hartmann@bakermckenzie.com
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Counsel to Acis Capital Management	g		
GP LLC and Acis Capital			mintz@blankrome.com;
Management, L.P. (collectively, "Acis")	Blank Rome LLP	John E. Lucian, Josef W. Mintz	
(concentrely, Acia)			michael.lynn@bondsellis.com;
	Bonds Ellis Eppich Schafer	D. Michael Lynn, John Y.	john@bondsellis.com;
Counsel to James Dondero	Jones LLP	Bonds, III, Bryan C. Assink	bryan.assink@bondsellis.com
	Buchalter, A Professional	Bondo, III, BIyan O. ASSIIK	มารุณา.สออแทงพ.ม011นอิตแอ.เปปไป
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Counsel to Oracle America, Inc.		Shawn M. Christianson, Esq. Martin A. Sosland and Candice	
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UBS AG, London Branch	Butler Snow LLP	M. Carson	
Counsel to Integrated Financial	Oashaar Olas Obtal	Candace C. Carlyon, Esq.,	ccarlyon@carlyoncica.com;
Associates Inc.	Carlyon Cica Chtd.	Tracy M. Osteen, Esq.	tosteen@carlyoncica.com
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the CLO Entities	Cole, LLP	Mark L. Desgrosseilliers	desgross@chipmanbrown.com
	Cole, Schotz, Meisel, Forman		
Creditor	& Leonard, P.A.	Michael D. Warner, Esq.	mwarner@coleschotz.com
	Condon Tobin Sladek		
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Counsel to Jefferies LLC	Dentons US LLP	Patrick C. Maxcy, Esq.	patrick.maxcy@dentons.com
Counsel to Acis Capital Management,			
LP and Acis Capital Management GP,		Jeff P. Prostok, Suzanne K.	jprostok@forsheyprostok.com;
LLC ("Creditors")	Forshey & Prostok LLP	Rosen	srosen@forsheyprostok.com
Secured Creditor	Frontier State Bank	Attn: Steve Elliot	selliott@frontier-ok.com
Counsel to the Redeemer Committee			
of the Highland Crusader			
Fund	Frost Brown Todd LLC	Mark A. Platt	mplatt@fbtlaw.com
Counsel to Alvarez & Marsal CRF			
Management LLC as Investment		Marshall R. King, Esq., Michael	mking@gibsondunn.com;
Manager of the Highland Crusader	Gibson, Dunn & Crutcher	A. Rosenthal, Esq. & Alan	mrosenthal@gibsondunn.com;
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Counsel to Alvarez & Marsal CRF			
Management LLC as Investment			
Manager of the Highland Crusader	Gibson, Dunn & Crutcher		
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		Melissa S. Hayward, Zachery	MHayward@HaywardFirm.com;
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			ddraper@hellerdraper.com;
Counsel for the Dugaboy Investment		Douglas S. Draper, Leslie A.	Icollins@hellerdraper.com;
Trust and Get Good Trust	Heller, Draper & Horn, L.L.C.	Collins, Greta M. Brouphy	gbrouphy@hellerdraper.com
	Hunter Mountain Investment		
Equity Holders	Trust	c/o Rand Advisors LLC	Jhonis@RandAdvisors.com
IRS	Internal Revenue Service	Attn Susanne Larson	SBSE.Insolvency.Balt@irs.gov
-		Centralized Insolvency	

Description	CreditorName	CreditorNoticeName	Email
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Secured Creditor	Jefferies LLC	Office of the General Counsel	cbianchi@jefferies.com
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NexPoint Advisors, L.P., et al	K&L Gates LLP	Artoush Varshosaz	artoush.varshosaz@klgates.com
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Management Fund Advisors, L.P.,			
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		Richard M. Pachulski, Jeffrey	jpomerantz@pszjlaw.com;
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	Pachulski Stang Ziehl &	N. Pomerantz, Ira D. Kharasch,	

Description	CreditorName	CreditorNoticeName	Email
Pension Benefit Guaranty Corporation	Pension Benefit Guaranty		baird.michael@pbgc.gov;
("PBGC")	Corporation	Michael I. Baird	efile@pbgc.gov
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		Russell, Elliet A. Bronnagen	preid@sidley.com;
		Donny D. Doid, Doigo Holdon	pmontgomery@sidley.com;
		Penny P. Reid, Paige Holden	
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Unsecured Creditors	Sidley Austin LLP	Person, Juliana Hoffman	jhoffman@sidley.com
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		Division of Corporations -	
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("Hunter")	LLC	William A. Hazeltine, Esq.	whazeltine@sha-llc.com
	The Dugaboy Investment		
Equity Holders	Trust		gscott@myersbigel.com
	The Mark and Pamela Okada		gg
	Family Trust - Exempt Trust		
Equity Holders	#1		mokadadallas@gmail.com
	The Mark and Pamela Okada		mokauaualias@gmail.com
	Family Trust - Exempt Trust		
Equity Holders	#2		mokadadallas@gmail.com
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	United States Attorney		
United States Attorney General	General	U.S. Department of Justice	askdoj@usdoj.gov
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GP LLC and Acis Capital		Rakhee V. Patel, Phillip	plamberson@winstead.com;
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Counsel for Frank Waterhouse, Scott			
B. Ellington, Isaac Leventon, Jean Paul	1		
Sevilla, Hunter Covitz, and Thomas			de sien Quainstan
Surgent (the "Employees")	Winston & Strawn LLP	Attn: David Neier	dneier@winston.com
Counsel for Frank Waterhouse, Scott			
Counsel for Frank Waterhouse, Scott B. Ellington, Isaac Leventon, Jean Paul			
B. Ellington, Isaac Leventon, Jean Paul			
B. Ellington, Isaac Leventon, Jean Paul Sevilla, Hunter Covitz, and Thomas		Attn: Katherine A Preston	kpreston@winston.com
B. Ellington, Isaac Leventon, Jean Paul Sevilla, Hunter Covitz, and Thomas Surgent (the "Employees")	Winston & Strawn LLP	Attn: Katherine A. Preston	kpreston@winston.com
B. Ellington, Isaac Leventon, Jean Paul Sevilla, Hunter Covitz, and Thomas Surgent (the "Employees") Counsel for Frank Waterhouse, Scott	Winston & Strawn LLP	Attn: Katherine A. Preston	kpreston@winston.com
 B. Ellington, Isaac Leventon, Jean Paul Sevilla, Hunter Covitz, and Thomas Surgent (the "Employees") Counsel for Frank Waterhouse, Scott B. Ellington, Isaac Leventon, Jean Paul 	Winston & Strawn LLP		
B. Ellington, Isaac Leventon, Jean Paul Sevilla, Hunter Covitz, and Thomas Surgent (the "Employees") Counsel for Frank Waterhouse, Scott	Winston & Strawn LLP	Attn: Katherine A. Preston Attn: Thomas M. Melsheimer; Natalie L. Arbaugh	kpreston@winston.com tmelsheimer@winston.com; narbaugh@winston.com

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			mnestor@ycst.com;
		Michael R. Nestor, Edmon L.	emorton@ycst.com;
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Unsecured Creditors	Taylor, LLP	Jaclyn C. Weissgerber, Esq.	jweissgerber@ycst.com

EXHIBIT B

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Exhibit B Affected Parties Served via Electronic Mail

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Unsecured Creditors	FTI Consulting	Daniel H O'Brien	Daniel.H.O'Brien@fticonsulting.com
Financial Advisor to Official Committee of			
Unsecured Creditors	FTI Consulting	Earnestiena Cheng	Earnestiena.Cheng@fticonsulting.com
Financial Advisor to Official Committee of	0	5	
Unsecured Creditors	FTI Consulting	Ellory Brunner	Ellory.Brunner@fticonsulting.com
	Hayward &	Melissa S. Hayward, Zachery Z.	MHayward@HaywardFirm.com;
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Fund Advisors, L.P., NexPoint Advisors,			
L.P., Highland Income Fund, NexPoint			
Strategic Opportunities Fund and NexPoint			
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Fund Advisors, L.P., NexPoint Advisors,			
L.P., Highland Income Fund, NexPoint			
Strategic Opportunities Fund and NexPoint			
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Counsel for Highland Capital Management			
Fund Advisors, L.P., NexPoint Advisors,			
L.P., Highland Income Fund, NexPoint			
Strategic Opportunities Fund and NexPoint			
Capital Inc.	K&L Gates LLP	James A. Wright III	james.wright@klgates.com
Counsel for Highland Capital Management			
Fund Advisors, L.P., NexPoint Advisors,			
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Fund Advisors, L.P., NexPoint Advisors,			
L.P., Highland Income Fund, NexPoint	MUNSCH HARDT		
Strategic Opportunities Fund and NexPoint		Davor Rukavina, Esq., Julian P.	drukavina@munsch.com;
Capital Inc.	P.C.	Vasek, Esq.	jvasek@munsch.com
			mclemente@sidley.com;
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Counsel to Official Committee of		Russell, Elliot A. Bromagen,	ebromagen@sidley.com;
Unsecured Creditors	Sidley Austin LLP	Dennis M. Twomey	dtwomey@sidley.com
			preid@sidley.com;
		Penny P. Reid, Paige Holden	pmontgomery@sidley.com;
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EXHIBIT C

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Exhibit C Core/2002 Service List Served via First Class Mail

BankBBVABBVAMichael Doran8080 North CerRankEntralized InsolvencyPO Box 7346RSInternal Revenue ServiceCentralized InsolvencyPO Box 7346Secured CreditorKeyBank National Associationas Administrative Agent127 Fublic SquSecured CreditorKeyBank National Associationas Administrative Agent127 Fublic SquTexas Attorney GeneralOffice of the Attorney General300 W. 15th StuAttorney General of the United StatesOffice of the Attorney GeneralMain Justice B.US Attorneys Office for NorthernOffice of the United States AttorneyErin Nealy Cox, Esq1100 CommercDistrict of TXOffice of the United States AttorneyErin Nealy Cox, Esq1100 CommercUS Attorneys OfficeState Comptroller of Public AccountsBankruptcy Section300 W. 15548TX Comptroller of Public AccountsState Comptroller of Public AccountsPO Box 12548Us Department of the TreasuryOffice of General OfficePO Box 12548U.S. Department of the TreasuryOffice of General CounselPO Box 12548U.S. Department of the TreasuryOffice of General CounselPO Box 12548U.S. Department of the TreasuryOffice of General CounselPO Box 12548U.S. Department of the TreasuryOffice of General CounselPO Box 12548	Description	CreditorName	CreditorNoticeName	Address1	Address2	Address3	City	State	Zip
Internal Revenue Service Centralized Insolvency Internal Revenue Service Operation KeyBank National Association as Administrative Agent KeyBank National Association as Administrative Agent KeyBank National Association as Agent ieneral Office of the Attorney General of the United States Office of the Attorney General ice for Northern Office of the United States Attorney ice for Northern Office of the United States Attorney Erin Nacive Erin Nealy Cox, Esq ice for Northern State Comptroller of Public Accounting Division- Strand Advisors, Inc. Bankruptcy-Collections Division of the Treasury US Department of the Treasury	BBV	٨	Michael Doran	8080 North Central Expressway	Suite 1500		Dallas	ТX	75206
Internal Revenue Service Operation KeyBank National Association as Administrative Agent KeyBank National Association as Administrative Agent RevBank National Association as Agent Revenue Agent Enh Paxton Office of the Attorney General Ken Paxton of the United States Attorney Erin Nealy Cox, Esq ice for Northern Office of the United States Attorney Revenue Accounting Division- Fublic Accounts State Comptroller of Public Accounts Bankruptcy-Collections Division- Texas Attorney Generals Office Bankruptcy-Collections Division- of the Treasury US Department of the Treasury Office of General Counsel <td></td> <td></td> <td>Centralized Insolvency</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>			Centralized Insolvency						
KeyBank National Association as Administrative Agent KeyBank National Association as Agent Office of the Attorney General Ken Paxton of the United States Office of the Attorney General Conthern Office of the United States Attorney Conthern Office of the United States Attorney Revenue Accounting Division- State Comptroller of Public Accounts State Advisors, Inc. Bankruptcy Section Texas Attorney Generals Office Bankruptcy-Collections Division of the Treasury US Department of the Treasury	Inter	nal Revenue Service	Operation	PO Box 7346			Philadelphia	ΡA	19101-7346
KeyBank National Association as Agent eeneral Office of the Attorney General ken Paxton of the United States Office of the Attorney General ken Paxton of the United States Office of the United States Attorney Erin Nealy Cox, Esq ice for Northern Office of the United States Attorney Erin Nealy Cox, Esq f Public Accounts State Comptroller of Public Accounts Bankruptcy Section f Public Accounts Strand Advisors, Inc. Bankruptcy-Collections Division of the Treasury US Department of the Treasury Office of General Counsel		3ank National Association	as Administrative Agent	225 Franklin Street, 18th Floor			Boston	MA	02110
General Office of the Attorney General Ken Paxton al of the United States Office of the Attorney General Ken Paxton Stiftice for Northern Office of the United States Attorney Erin Nealy Cox, Esq State Comptroller of Public Accounts Bankruptcy Section Strand Advisors, Inc. Bankruptcy-Collections Division Texas Attorney Generals Office Bankruptcy-Collections Division of the Treasury US Department of the Treasury Office of General Counsel		3ank National Association	as Agent	127 Public Square			Cleveland	НО	44114
al of the United States Office of the Attorney General Diffice for Northern Office of the United States Attorney Erin Nealy Cox, Esq of Public Accounts State Comptroller of Public Accounts Bankruptcy Section Strand Advisors, Inc. Bankruptcy-Collections Division Texas Attorney Generals Office Bankruptcy-Collections Division of the Treasury US Department of the Treasury Office of General Counsel		e of the Attorney General	Ken Paxton	300 W. 15th Street			Austin	ТX	78701
al of the United States Office of the Attorney General Office for Northern Office of the United States Atorney Erin Nealy Cox, Esq Of Public Accounts State Comptroller of Public Accounts Bankruptcy Section Strand Advisors, Inc. Texas Attorney Generals Office Bankruptcy-Collections Division It of the Treasury US Department of the Treasury					10th & Constitution				
Office for Northern Office of the United States Attorney Erin Nealy Cox, Esq of Public Accounts State Comptroller of Public Accounts Bankruptcy Section Strand Advisors, Inc. Bankruptcy Collections Division Texas Attorney Generals Office Bankruptcy-Collections Division It of the Treasury US Department of the Treasury		e of the Attorney General		Main Justice Building, Room 5111	Avenue, N.W.		Washington	DC	20530
Office of the United States Attorney Erin Nealy Cox, Esq of Public Accounts State Comptroller of Public Accounts Revenue Accounting Division- Strand Advisors, Inc. Bankruptcy Section Texas Attorney Generals Office Bankruptcy-Collections Division It of the Treasury US Department of the Treasury Office of General Counsel	ys Office for Northern								
of Public Accounts Revenue Accounting Division- Strand Advisors, Inc. Revenue Accounting Division- Bankruptcy Section F Texas Attorney Generals Office Bankruptcy-Collections Division f 3 3 It of the Treasury US Department of the Treasury Office of General Counsel 4		e of the United States Attorney	Erin Nealy Cox, Esq	1100 Commerce Street, 3rd Floor			Dallas	ТX	75202
of Public Accounts State Comptroller of Public Accounts Bankruptcy Section F Strand Advisors, Inc. 3 Texas Attorney Generals Office Bankruptcy-Collections Division F and the Treasury US Department of the Treasury Office of General Counsel			Revenue Accounting Division-						
Strand Advisors, Inc. Strand Advisors, Inc. Texas Attorney Generals Office Bankruptcy-Collections Division I Int of the Treasury US Department of the Treasury			Bankruptcy Section	PO Box 13258			Austin	ТX	78711
Texas Attorney Generals Office Bankruptcy-Collections Division I ent of the Treasury US Department of the Treasury Office of General Counsel		nd Advisors, Inc.		300 Crescent Court	Suite 700		Dallas	ТХ	75201
Texas Attorney Generals Office Bankruptcy-Collections Division I ent of the Treasury US Department of the Treasury Office of General Counsel 1									
US Department of the Treasury Office of General Counsel		s Attorney Generals Office	Bankruptcy-Collections Division	PO Box 12548			Austin	ХT	78711-2548
	_	Department of the Treasury	Office of General Counsel	1500 Pennsylvania Avenue, NW			Washington	DC	20220
Delaware Division of Revenue Zillah A. Frampton Bankruptcy Administrator Delaware I		ı A. Frampton	Bankruptcy Administrator	Delaware Division of Revenue	Carvel State Office Building, 8th Floor	820 N. French Street Wilmington	Wilmington	DE	19801

EXHIBIT D

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Exhibit D Affected Parties Served via First Class Mail

Councel for Highland Canital Management					y olde	
Fund Advisors, L.P., NexPoint Advisors,						
L.P., Highland Income Fund, NexPoint						
pportunities Fund and NexPoint			4350 Lassiter at North Hills			
	K&L Gates LLP	A. Lee Hogewood, III	Avenue Suite 300	Raleigh	RC	27609
Counsel for Highland Capital Management						
Fund Advisors, L.P., NexPoint Advisors,						
L.P., Highland Income Fund, NexPoint						
Strategic Opportunities Fund and NexPoint						
Capital Inc. K8	K&L Gates LLP	Artoush Varshosaz	1717 Main Street, Suite 2800	Dallas	ТX	75201
Counsel for Highland Capital Management						
Fund Advisors, L.P., NexPoint Advisors,						
L.P., Highland Income Fund, NexPoint						
Strategic Opportunities Fund and NexPoint						
Capital Inc. K8	K&L Gates LLP	James A. Wright III	1 Lincoln Street	Boston	MA	02110
Counsel for Highland Capital Management						
Fund Advisors, L.P., NexPoint Advisors,						
L.P., Highland Income Fund, NexPoint						
Strategic Opportunities Fund and NexPoint						
Capital Inc. K8	K&L Gates LLP	Stephen G. Topetzes	1601 K Street, NW	Washington	igton DC	20006-1600
Counsel for Highland Capital Management						
Fund Advisors, L.P., NexPoint Advisors,						
L.P., Highland Income Fund, NexPoint						
Strategic Opportunities Fund and NexPoint MUNSCH HARDT KOPF	1UNSCH HARDT KOPF	Davor Rukavina, Esq., Julian P.		500 N. Akard		
Capital Inc.	& HARR, P.C.	Vasek, Esq.	3800 Ross Tower	Street Dallas	XT	75202

EXHIBIT E

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Exhibit E

Affected Party Served via Electronic Mail

Description	CreditorName	CreditorNoticeName	Email
			michael.lynn@bondsellis.com;
			john@bondsellis.com;
	Bonds Ellis Eppich Schafer	D. Michael Lynn, John Y. Bonds, III,	john.wilson@bondsellis.com;
Counsel for James Dondero	Jones LLP	John T. Wilson, IV, Bryan C. Assink	bryan.assink@bondsellis.com

EXHIBIT F

Exhibit F Affected Party Served via First Class Mail

Description	CreditorName	CreditorNoticeName	Address1	City State Zip	State	Zip
	Bonds Ellis Eppich Schafer	D. Michael Lynn, John Y. Bonds, III,				
Counsel for James Dondero	Jones LLP	John T. Wilson, IV, Bryan C. Assink	T. Wilson, IV, Bryan C. Assink 420 Throckmorton Street, Suite 1000	Fort Worth TX		76102

EXHIBIT G

Judge Jernigan - February 23, 2021 at 1:45 p.m. – Highland Capital Management (continued) Hosted by Judge Stacey Jernigan

When it is time to join the meeting, click the link below:

https://us-courts.webex.com/us-courts/i.php?MTID=m9f6ad2c98bfa446c82126e4106775c9d

Meeting number: 160 947 6968 Password: bankruptcy

Join by phone 1-650-479-3207 Call-in toll number (US/Canada) Access code: 160 947 6968

CONNECTION INSTRUCTIONS FOR PARTICIPATING IN A WEBEX VIRTUAL HEARING

The court will allow participation in a virtual hearing using either of the following two methods. Please connect at least 10 minutes prior to the hearing time. It is recommended that attorneys discuss the logistics of the WebEx appearance with their clients/witnesses at least 48 hours before the hearing.

Option 1: Using the WebEx app on your smartphone, tablet, laptop, or desktop.

It is strongly preferred that participants who may speak during a hearing use the WebEx application rather than using the "call-in" option described in Option 2.

Witnesses and attorneys who anticipate giving extensive legal argument or conducting examination are required to utilize the video function. The court may consider special requests for other appearance options on a case by case basis.

Please connect using only one device. Using two or more devices may cause audio feedback issues.

If using a phone or tablet for video, it should be set in a stationary position. Holding a phone or tablet in your hand while speaking does not yield a good video for the court.

NOTE: If you are experiencing audio issues when using the WebEx application, you may use the "Call Me At" selection under "Audio Connection" to move just the audio portion of the WebEx conference to your telephone.

<u>Option 2</u>: Call-in via phone (audio only).

The meeting number/access code changes with each meeting and will be made available, along with the dial-in number on the WebEx link and instructions sheet found on the judge's webpage and/or on the ECF docket for the case.

HELPFUL HINTS AND ETIQUETTE

- A. Please use the mute function when you are not speaking. Please be aware that sometimes the court mutes everyone when there is background noise. When you want to speak, make sure you are not on mute. Call-in users should dial *6 to unmute your line.
- B. Remember to state your name for the record each time before speaking and speak slowly and clearly so the court can get a good record.
- C. Use headphones whenever possible, especially if using a desktop PC with external speakers. We have found that newer iPhones provide the best visual and audio feed better than most desktop computers. If you are on a personal computer, headphones or earbuds are required for those who need to speak during the hearing.
- D. During examination, attorneys and witnesses should use a separate camera and microphone when possible. To avoid feedback, parties using separate devices must not be in the same room. The court may consider special requests on a case by case basis.
- E. WebEx participants may use the "share" button to easily share their screen or document with the court or other WebEx participants. Press "stop sharing" to remove the presentation from the meeting.
- F. When making an appearance from a vehicle, please park in a safe location with windows rolled up (to minimize background distraction and noise) and use a headset that is ear-to-phone (not the vehicle's hands-free speaker-phone option).
- G. Suggestions for those participating in a WebEx hearing from home: If you are having connectivity problems, turn off devices that may be using bandwidth on your home network. Devices or applications such as Facetime, Roku, streaming media players, video games, or large downloads can negatively impact the audio and video quality of the WebEx meeting.
- H. Participants are reminded that they should wear attire suitable for court.
- I. Participants who wish to test their WebEx connection or the share screen functionality in advance of the hearing may arrange a "practice run" by contacting the courtroom deputy.

EXHIBITS AND DEMONSTRATIVE AIDS

Exhibits should be filed ahead of time by the date that they would normally be exchanged pursuant to our local rules using the "notice" or "list (witness/exhibit/generic)" event in ECF. For voluminous exhibits, please contact the courtroom deputy, as it may be necessary for you to provide the court with an exhibit notebook or zip file in advance of the hearing.

Demonstrative aids and Power Points should also be filed prior to the hearing, if possible. If not, WebEx has the ability to allow you to share your screen, or a particular document, with everyone in the hearing. If these documents are admitted as exhibits, they would then have to be filed after the hearing.

During the hearing, lawyers can refer to (and offer) their exhibits by referencing the exhibit's docket number for the court and all to access. After the hearing, the court will create a Minute Entry reflecting which exhibits were admitted. You should consider emailing exhibits to witnesses ahead of time since they may not have access to PACER.