

**PROCEDURES FOR TELEPHONIC APPEARANCE
UTILIZING COURTCALL**

1. Contact Chambers for a request to participate in Court Call as soon as possible, prior to the hearing date.
2. Contact CourtCall at **(866) 582-6878** the day before the hearing.
3. CourtCall will provide you with written confirmation of a telephonic appearance and give you a number to call to make the telephonic appearance.
4. It is your responsibility to dial into the call not later than 10 minutes prior to the scheduled hearing. CourtCall does not call you.
5. The Court discourages the use of cell phones or speakerphones. **Please put your telephone on mute when not speaking.**
6. Each time you speak, you must identify yourself for the record.
7. Parties participating by telephone are individually responsible for their own expenses and will be billed directly by CourtCall.
8. 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.

