

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.