

## **Court Appearances in Judge Hagenau's Courtroom**

*(Revised January 3, 2023)*

Judge Hagenau will hold hearings and permit in-person appearances as set forth below.

### **Chapter 13:**

The calendar call will continue to be telephonic. All matters marked ready to be heard (including the Motion for Stay Relief calendar) will be heard immediately at the conclusion of the morning calendar call. The attorney or party for the ready matters must appear via Judge Hagenau's Virtual Hearing Room or in person, at the option of the person appearing. If parties are appearing via video, parties will hang up after the calendar call and then connect to the Virtual Hearing Room link on the Judge's website for the hearing on the matter. If you plan to present evidence, the hearing will presumptively be in person unless otherwise ordered by the Court. Parties appearing in person should wear masks in the courtroom unless otherwise instructed by the Court.

### **Chapter 7:**

The calendar call and the non-evidentiary hearing on any **Motions for Relief from Stay** will continue to be telephonic. The calendar call for **Miscellaneous Matters** will continue to be telephonic (except as set out below). The matters marked ready from the Miscellaneous Calendar will be heard at the conclusion of the calendar call. The attorney or party for the miscellaneous calendar ready matters must appear via Judge Hagenau's Virtual Hearing Room or in person, at the option of the person appearing. If a party or person opts to appear in person, he/she may also appear at the calendar call in person. If you are appearing via video, you will hang up after the calendar call and then connect to the Virtual Hearing Room for the hearing on the matter. Parties are encouraged to use the Voluntary Notice Procedure set out in GO 24-2018 and to allow sufficient time between the objection deadline and the hearing date to plan accordingly. If you plan to present evidence, the hearing will presumptively be in person unless otherwise ordered by the Court. Parties appearing in person should wear masks in the courtroom unless otherwise instructed by the Court.

### Chapter 11 (non-complex):

The calendar call will continue to be telephonic (except as set out below). The matters marked ready will be heard at the conclusion of the calendar call. The attorney or party for the ready matters must appear via Judge Hagenau's Virtual Hearing Room or in person, at the option of the person appearing. If a party or person opts to appear in person, he/she may also appear at the calendar call in person. Parties are encouraged to use the Voluntary Notice Procedure set out in GO 24-2018 and to allow sufficient time between the objection deadline and the hearing date to plan accordingly. If you plan to present evidence, the hearing will presumptively be in person unless otherwise ordered by the Court. Parties appearing in person should wear masks in the courtroom unless otherwise instructed by the Court.

Chapter 11 (complex): To be determined at first day hearings.

### **Telephonic Dial-In Instructions**

- Toll Free Number: 833-568-8864
- Meeting ID: 161 202 1574
- Dial in at least 10 minutes before the hearing time.
- Place all phones on mute. Under no circumstances should you place this call on hold.
- Pursuant to BLR 5073-1, you are prohibited from recording or broadcasting the proceedings conducted by the United States Bankruptcy Court.
- Each time you speak, identify yourself for the record.

### **Virtual Hearing Room Instructions**

The Link to connect to Judge Hagenau's "Virtual Hearing Room" is available on the Judge's webpage at: <https://www.ganb.uscourts.gov/content/honorable-wendy-l-hagenau>.

You should connect via this link each time.

The link is best used on a desktop or lap top computer but may be used on a phone or tablet as well. Your device must have a camera and audio. You will

have the greatest success by being connected to reliable Wi-Fi with a connection speed greater than 3mb/s. The first time you click the link on the phone, you may be instructed to download the app. It will only take a couple of minutes. When you are connected via your device, you will be in Judge Hagenau's "Virtual Hearing Room".

PLEASE JOIN THE VIRTUAL ROOM 15 MINUTES PRIOR TO YOUR HEARING. IF YOU EXPERIENCE DIFFICULTY IN CONNECTION, PLEASE CONTACT THE COURTROOM DEPUTY OR LAW CLERK VIA EMAIL.

When you join the Virtual Hearing room, please place yourself on mute but leave your video on. Be aware that the courtroom deputy may place you on mute, in which case she will need to invite you to unmute yourself. It is best to mute yourself so you are in control. Remember you are on video, even as you wait your turn. **The judge will be in the courtroom and since this is a court proceeding, the judge expects all participants to dress and act as if they are in the courtroom.**

As with the phone appearances, identify yourself for the record each time you speak. You are prohibited from recording or broadcasting the proceedings conducted by the bankruptcy court. BLR 5073-1.

If you have any questions, please contact Nicole Williams at 404-215-1190.