

Virtual Hearing Room Instructions

The Link to connect to Judge Sacca's "Virtual Hearing Room" is

<https://www.ganb.uscourts.gov/content/honorable-james-r-sacca>. The Virtual Hearing Room can also be accessed through the link on the Chambers' webpage or by clicking the link "Dial-In and Virtual Bankruptcy Hearing Information" in the middle of the top half of the Court's main webpage and then the link to Judge Sacca's Virtual Hearing Room. You should connect via this link each time you have a hearing with Judge Sacca until further notice from the Court.

The link is best used on a desktop or laptop 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 you may be instructed to download the zoom application. It will only take a couple of minutes. When you are connected via your device, you will be in Judge Sacca's "Virtual Hearing Room".

PLEASE JOIN THE VIRTUAL ROOM SUFFICIENTLY PRIOR TO YOUR HEARING IN CASE YOU HAVE A PROBLEM ACCESSING THE VIRTUAL HEARING ROOM. 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 until your matter is called. You may also turn your video off until your matter is called. 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. Also make sure your Zoom profile matches your legal name. **You are prohibited from recording or broadcasting the proceedings conducted by the bankruptcy court. BLR 5073-1.**