

## **Virtual Hearing Room Procedures**

Parties participating virtually in hearings before Judge Cavender may do so by using the following link:

<https://www.zoomgov.com/j/1604595648?pwd=ME1vQWt5WTZmQjhKdXJqWG55TWI3Zz09>

### Connectivity:

This 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 wifi. The first time you click the link you may be instructed to download the zoom app. It will only take a couple of minutes. When you are connected via your device, you will be in Judge Cavender's "Virtual Hearing Room". This link will remain the same for every hearing.

Once you have been admitted into the Virtual Hearing Room, 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. Please use earphones/ear buds to alleviate any background noise.

### Courtroom Decorum:

The judge will be in the courtroom. Even though parties may appear virtually, the judge expects all participants to dress and act as if they are in the courtroom since this is a court proceeding.

### Witness testimony via zoom:

When a Remote Witness is authorized by the Court, the testifying witnesses shall provide their testimony from a quiet room and must situate themselves in such a manner as to be able to both view the video feed and be seen by the Court. While the Remote Witness is sworn and testifying: (i) no person may be present in the room from which the Remote Witness is testifying, (ii) the Remote Witness may not have in the room any documents except the exhibits submitted by the parties in advance of any hearing, and (iii) may not communicate with any other person regarding the subject of their testimony, by electronic means or otherwise. If the witness or their counsel seek to communicate with one another, either shall openly request a recess

for such purpose. If such request is granted by the Court, the witness and their counsel may privately confer “offline,” i.e., by telephonic means that are not transmitted to the other parties.

Record Identification/Recordings Prohibited:

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 Monique Chapple, Courtroom Deputy at 404-215-1004 or [Monique\\_Chapple@ganb.uscourts.gov](mailto:Monique_Chapple@ganb.uscourts.gov)

As of 07/27/21