

JUDGE RITCHEY CRAIG'S INSTRUCTIONS FOR APPEARING VIA THE VIRTUAL HEARING ROOM

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- Connect via Judge Ritchey Craig's [Virtual Hearing Room](#)¹ at least ten (10) minutes before the hearing time.
- Be mindful of your background for virtual hearings.
- While appearing in the Virtual Haring Room, Judge Ritchey Craig expects all participants to dress and act as if they are in the Courtroom since this is a Court proceeding.
- Make sure you are in a quiet place free of any background noises.
- Using a headset for virtual hearings is encouraged.
- Each time you speak, identify yourself for the record.
- Pursuant to BLR 5073-1, you are prohibited from recording or broadcasting the proceedings.
- Unrepresented persons who do not have video capability may use the telephone dial-in information on the judge's webpage, Toll Free Telephone Number is 833-568-8864 Meeting ID: 161 346 1602

¹The link for the Virtual Hearing Room can be found on the Judge Ritchey Craig's webpage at <https://www.ganb.uscourts.gov/content/honorable-lisa-ritchey-craig> and is best used on a desktop or laptop computer but may be used on a cellular telephone or tablet. Participants' devices must have a camera and audio.