

Court Appearances in Judge Ritchey Craig's Courtroom
(Revised September 15, 2021)

Judge Ritchey Craig will hold hearings as set forth below. These procedures are subject to change, so please check the website for updates in advance of any hearing.

Chapter 13: The calendar call will continue to be telephonic. In person hearings will not be permitted, unless otherwise directed by the Court. All matters marked ready will be heard immediately after the conclusion of the call of the 10:00 a.m. calendar. The attorney or party for the ready matters that will be heard immediately at the conclusion of the call of the 10:00 a.m. calendar may appear via Judge Ritchey Craig's Virtual Hearing Room pursuant to the instructions below.

Reminder: Counsel for the parties in each case must confer prior to the scheduled hearing. Following consultation, if Counsel believes a scheduled matter will require more than 15 minutes to resolve, at the call of the calendar counsel is to so advise the Court and provide Counsel's best estimate of the time required for hearing. The matter will be specifically assigned for later hearing the same day or continued to a specially assigned hearing date and time.

Chapters 7 and 11: The calendar call for all matters will continue to be telephonic. In person hearings will not be permitted, unless otherwise directed by the Court. All matters marked ready will be heard immediately after the conclusion of the call of the 10:15 a.m. calendar. The attorney or party for the ready matters that will be heard immediately at the conclusion of the call of the 10:15 a.m. calendar may appear via Judge Ritchey Craig's Virtual Hearing Room pursuant to the instructions below.

Reminder: Counsel for the parties in each case must confer prior to the scheduled hearing. Following consultation, if Counsel believes a scheduled matter will require more than 15 minutes to resolve, at the call of the calendar counsel is to so advise the Court and provide Counsel's best estimate of the time required for hearing. The matter will be specifically assigned for later hearing the same day or continued to a special assigned hearing date and time.

Parties are encouraged to use the **Voluntary Notice Procedure** set out in General Order 24-2018 and allow sufficient time between the objection deadline and the hearing date to plan accordingly.

Virtual Hearing Room Instructions

The [Link](https://www.ganb.uscourts.gov/content/honorable-lisa-ritchey-craig) to connect to Judge Ritchey Craig's "Virtual Hearing Room" is <https://www.ganb.uscourts.gov/content/honorable-lisa-ritchey-craig>. The link is also available on the Chambers' webpage under the section entitled Staff Information and the Chambers' email address and above the tab entitled Hearing Information. You should connect via this link each time you have a hearing with Judge Ritchey Craig 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 Ritchey Craig'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 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. 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 telephonic 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.**

If you have any questions, please contact Christy Lee at 404-215-1009 or at Christy_Lee@ganb.uscourts.gov.