

INSTRUCTIONS FOR APPEARING BY VIDEO CONFERENCE (11/15/2022)

- **ARRIVE EARLY.** Connect via Judge Baisier's Virtual Hearing Room at least ten (10) minutes before the hearing time.
- **QUIET PLACE; NO CARS.** Make sure you are alone in a quiet place free of any background noises. A car is not an appropriate place from which to participate in a hearing. If you are not alone, you must advise the court who else is in the room with you.
- **BACKGROUND.** Use a plain or blurred background. Make sure your background is not distracting to other participants or embarrassing to you.
- **APPROPRIATE COURT ATTIRE.** Dress for your virtual proceeding as if you were attending your court proceeding in the courtroom. Appropriate attire is mandatory for any appearance in court.
- **CAMERA ANGLE; DISTANCE FROM CAMERA.** The camera should be pointed straight at your face. It should not be pointed up towards the ceiling or down towards the floor. Distance from the camera also matters. Too close is not good and too far away is not good either.
- **HEADSET ENCOURAGED; CELL PHONES DISCOURAGED; SPEAKERPHONE PROHIBITED.** Use a headset if at all possible, to improve your audio and reduce or eliminate background noise. If you use a cell phone to connect to a virtual hearing, you risk a slow connection or disconnection. Use a computer with an internet connection if at all possible. **DO NOT** use a speakerphone.
- **IDENTIFY YOURSELF.** Each time you speak, identify yourself for the audio record.
- **VIRTUAL COMPETENCE.** Learn how to mute and unmute yourself. If your hearing involves presentation of documents by you, learn how to share your screen before the hearing.
- **NO SELF RECORDING.** Pursuant to BLR 5073-1, you are prohibited from recording or broadcasting the proceedings.
- **NO COURT REPORTER.** In the Bankruptcy Court for the Northern District of Georgia, hearings are recorded by audio and video only. There is no court reporter transcribing the proceedings.
- **YOUR CONNECTION; YOUR RESPONSIBILITY.** You are responsible for your connection to the virtual courtroom. The court will not wait for you or reschedule a hearing because your connection is not stable, reliable or otherwise does not permit your participation. Make sure in advance that your connection is adequate to allow you to participate fully.

INSTRUCTIONS FOR APPEARING BY TELEPHONIC CONFERENCE (11/15/2022)

- **ARRIVE EARLY.** Dial in at least ten (10) minutes before the hearing time.
- **QUIET PLACE; NO CARS.** Make sure you are alone in a quiet place free of any background noises. A car is not an appropriate place from which to participate in a hearing. If you are not alone, you must advise the court who else is in the room with you.
- **CELL PHONES DISCOURAGED; SPEAKERPHONE PROHIBITED.** If you use a cell phone to connect to a telephonic hearing, you risk a slow connection or disconnection. Use a land line if at all possible. **DO NOT** use a speakerphone.
- **IDENTIFY YOURSELF.** Each time you speak, identify yourself for the audio record.
- **NO SELF RECORDING.** Pursuant to BLR 5073-1, you are prohibited from recording or broadcasting the proceedings.
- **NO COURT REPORTER.** In the Bankruptcy Court for the Northern District of Georgia, hearings are recorded by audio and video only. There is no court reporter transcribing the proceedings.
- **YOUR CONNECTION; YOUR RESPONSIBILITY.** You are responsible for your telephonic connection. The court will not wait for you or reschedule a hearing because your connection is not stable, reliable or otherwise does not permit your participation. Make sure in advance that your telephonic connection is adequate to allow you to participate fully.