

## Virtual Hearing Room Instructions

The link to connect to Judge Sigler's Virtual Hearing Room is available on Judge Sigler's webpage at <https://www.ganb.uscourts.gov/content/honorable-sage-m-sigler>. The link to the Virtual Hearing Room is located under the section entitled Staff Information below 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 Sigler until further notice from the Court.

The link is best used on a desktop or laptop computer but may also be used on a phone or tablet. Your device must have a camera and audio. Headsets are strongly encouraged to prevent feedback. 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 Sigler'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. Remember you are on video, even as you wait your turn. You may also turn your video off until your matter is called; however, while any matter in which you are appearing is being heard, you must leave your camera on. **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 Nicholas Mahone at 404-215-1029 or [Nicholas\\_Mahone@ganb.uscourts.gov](mailto:Nicholas_Mahone@ganb.uscourts.gov); you may also contact chambers at 404-215-1202 or [SMSChambers@ganb.uscourts.gov](mailto:SMSChambers@ganb.uscourts.gov).