Requesting Appearance by Telephone

Introduction

This document provides CM/ECF procedures for e-filers making requests to appear at hearings by telephone. It also explains when requests should be made via e-filing and the two different methods of requesting via e-filing.

Hearings for which requesting via e-filing is not appropriate

Chapter 13 confirmation hearings to be heard at 10:00 a.m. by Judge Renn

Requests to appear by telephone for Chapter 13 confirmation hearings set before Judge Renn at 10:00 a.m. should not be made via e-filing because any party may appear by telephone without prior approval.

To appear at these hearings by telephone, simply call (888) 684-8852 and enter access code 3388495 at the time set for the hearing.

Hearings scheduled for the Bend Juvenile Justice Building

The Bend Juvenile Justice Building is not equipped to facilitate appearances by telephone. All appearances at this court must be made in person.

Requesting via e-filing

If neither of the above apply, the request may be made through e-filling. E-filed requests are made through one of two methods: application or written motion.

Application

A request via application is a text-only event that does not require the e-filer to prepare or attach a document. Absent notification to the contrary, such requests are granted automatically.

A request may be made via application if the hearing for which the application is being made meets all of the following criteria:

- it is not an evidentiary hearing,
- it is not an initial Chapter 13 confirmation hearing scheduled for Portland,

- it is not a reaffirmation hearing,
- it is scheduled for 3 or more business days from the filing of the request, and
- it is scheduled for a location outside of the metro area in which the party to appear by telephone is located.

Written Motion

If the request does not meet the criteria required for applications listed above, then it must be made via written motion. A motion requesting appearance by telephone and explaining why such an appearance is necessary must be prepared and attached in PDF format.

<u>Procedures</u>

Requesting via application[1]

Step	Action
1	Click on **Bankruptcy** (or **Adversary**) on the ECF main menu bar
2	Select <u>Motions/Applications</u> (select <u>Motions</u> for Adversary Events)
3	Enter case number in format xx-xxxxx
4	Select "Appear by Telephone"
5	Select represented party[2]
6	Review text regarding situations where e-filing is not appropriate and confirm
7	Review criteria for requesting appearance by telephone without motion and check appropriate box indicating whether request meets that criteria <table><tr><td>**If "Yes"**</td><td>**If "No"**</td></tr><tr><td>Proceed to Step 8 below to request via application</td><td>Proceed to Step 8 in following section to request via written motion</td></tr></table>
8	Enter date of hearing, time of hearing, and name of the party to appear by phone in the appropriate boxes
9	Modify docket text with dropdown box as appropriate
10	Review docket text and submit

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[1] See <u>Table 1</u> below for procedures with screenshots.
[2] NOTE: Neither the attorney nor the represented party selected need necessarily be for whom the request to appear by telephone is being made. Adding the party that will appear by telephone occurs at step 8 for applications and step 9 for motions.
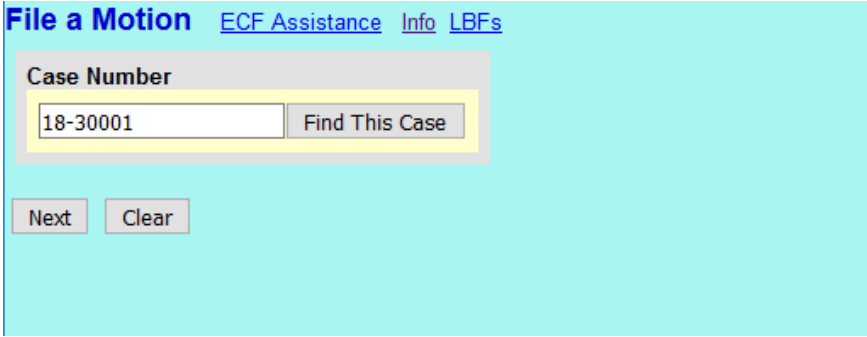
Requesting via written motion[3]
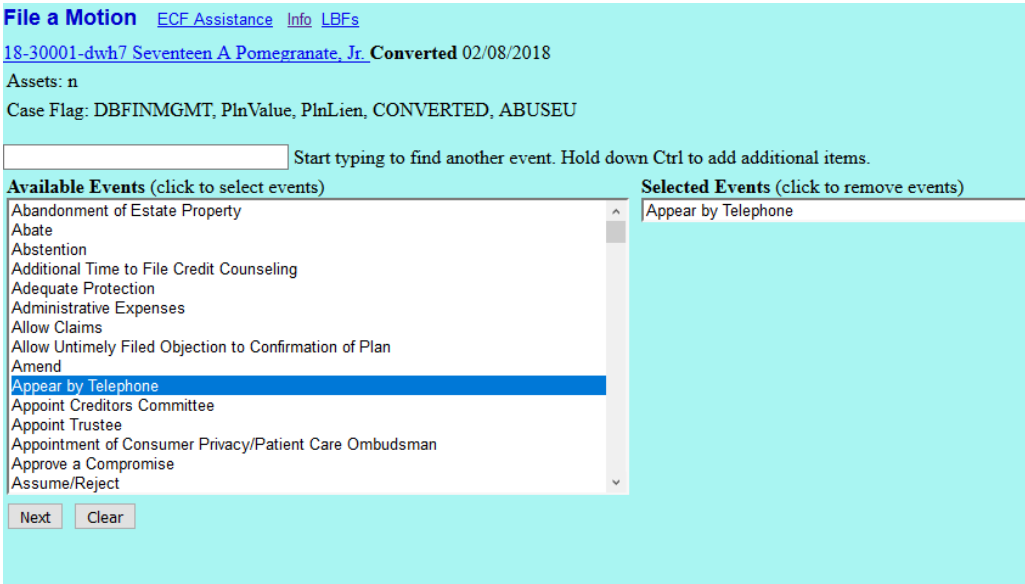
Step	Action
1-7	Follow Steps 1-7 in preceding section
8	Select hearing type
9	Enter date of hearing, time of hearing, and name of the party to appear by telephone in the appropriate boxes
10	Attach motion in PDF format
11	Check appropriate box to indicate whether filing includes an affidavit, declaration, certification, brief or memorandum
12	Modify docket text with dropdown box as appropriate
13	Review docket text and submit

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[3] See Table 2 below for procedures with screenshots.

Table 1: Requesting via application with screenshots

Step	Action
1	Click on **Bankruptcy** (or **Adversary**) on the ECF main menu bar
2	Select <u>Motions/Applications</u> (select <u>Motions</u> for Adversary Events)

3	Enter case number in format xx-xxxxx	

File a Motion ECF Assistance Info LBFs

Case Number

18-30001   [Find This Case]

[Next] [Clear]

4	Select "Appear by Telephone"	

File a Motion ECF Assistance Info LBFs

18-30001-dwh7 Seventeen A Pomegranate, Jr. **Converted** 02/08/2018

Assets: n

Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU

[_____] Start typing to find another event. Hold down Ctrl to add additional items.

Available Events (click to select events)

Abandonment of Estate Property
Abate
Abstention
Additional Time to File Credit Counseling
Adequate Protection
Administrative Expenses
Allow Claims
Allow Untimely Filed Objection to Confirmation of Plan
Amend
Appear by Telephone
Appoint Creditors Committee
Appoint Trustee
Appointment of Consumer Privacy/Patient Care Ombudsman
Approve a Compromise
Assume/Reject

Selected Events (click to remove events)

Appear by Telephone

[Next] [Clear]

5	Select represented party	

File a Motion:

18-30001-dwh7 Seventeen A Pomegranate, Jr. **Converted** 02/08/2018

Assets: n

Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU

ECF Assistance Info LBFs

When adding parties represented by counsel, select or add a record without the party address. Remember to change the role type.

Select the Party:

Godare, Wayne [Trustee]
Money Inc., [Creditor]
Pomegranate, Seventeen A Jr. [Debtor]

Add/Create New Party

[Next] [Clear]

6	Review text regarding situations where e-filing is not appropriate and confirm
	File a Motion: 18-30001-dwh7 Seventeen A Pomegranate, Jr. **Converted** 02/08/2018 Assets: n Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU ECF Assistance Info LBFs Requests to appear by telephone are not required for Chapter 13 confirmation hearings scheduled at 10:00 AM before Judge Renn. If you wish to appear by telephone at these hearings, call 888-684-8852 and enter access code 3388495. This phone number and access code are also available at www.orb.uscourts.gov under Hearings - Telephone Hearing Information. If your hearing is a 10:00 AM Chapter 13 confirmation hearing before Judge Renn, no further e-filing action is necessary. Appearance by telephone is not allowed for hearings at the Bend Justice Center. If your hearing is scheduled for the Bend Justice Center then no further e-filing action is necessary. [Next] [Clear]
7	Review criteria for requesting appearance by telephone without motion and check appropriate box indicating whether request meets that criteria

If "Yes"	If "No"
Proceed to Step 8 below to request via application	Proceed to Step 8 in following section to request via written motion

Applications to appear by telephone are generally granted without written motion if the following criteria are met -

1. The hearing is not an evidentiary hearing,

2. The hearing is not a Portland Chapter 13 initial confirmation hearing

3. The hearing is not a reaffirmation hearing

4. The hearing is 3 or more business days from the filing of this request

5. The hearing is located outside the metro where the party to appear by phone is located.

Does your request meet each of the criteria listed above?

⦿ Yes. You may proceed without preparing a written motion.
◯ No. You must prepare a written motion and attach it on a subsequent screen.

[Next] [Clear]

8	Enter date of hearing, time of hearing, and name of the party to appear by phone in the appropriate boxes
	File a Motion: 18-30001-dwh7 Seventeen A Pomegranate, Jr. **Converted** 02/08/2018 Assets: n Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU ECF Assistance Info LBFs Enter the date and time of the hearing to which your application applies. Unless otherwise notified, your application is granted. Please use the information in the docket text to call into the hearing. Enter the date of the hearing in the format **mm/dd/yyyy** [6/21/2018] Enter the time of the hearing in the format **hh:mm AM/PM** [10:30 AM] Enter the name of the party requesting to appear by telephone [Abigail Awol] [Next] [Clear]

9	Modify docket text with dropdown box as appropriate
	File a Motion: 18-30001-dwh7 Seventeen A Pomegranate, Jr. **Converted** 02/08/2018 Assets: n Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU ECF Assistance Info LBFs Docket Text: Modify as Appropriate. [▼] Application to Appear by Telephone at hearing *scheduled for 6/21/2018, at 10:30 AM. Party* Ex Parte · *r by telephone: Abigail Awol.* Unless otherwise notified, ONLY this requester is hereby authorized to Expedited · 88-684-8852 and entering Access Code 5870400. Any other party wishing to appear by telephone Fifth Amended · e Application to Appear by Telephone. Filed by Debtor Seventeen A Pomegranate Jr. (Attorney, Jeff) Final First Amended Fourth Amended Joint Proposed Second Amended Sixth Amended Stipulated Supplemental Third Amended Unopposed
10	Review docket text, confirm necessary redactions, and submit
	File a Motion: 18-30001-dwh7 Seventeen A Pomegranate, Jr. **Converted** 02/08/2018 Assets: n Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU ECF Assistance Info LBFs Docket Text: Final Text **Application to Appear by Telephone at hearing *scheduled for 6/21/2018, at 10:30 AM. Party requesting to appear by telephone: Abigail Awol.* Unless otherwise notified, ONLY this requester is hereby authorized to appear by calling 888-684-8852 and entering Access Code 5870400. Any other party wishing to appear by telephone must file a separate Application to Appear by Telephone. Filed by Debtor Seventeen A Pomegranate Jr. (Attorney, Jeff)** **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.** **Have you redacted?** [Next] [Clear]

Table 2: Requesting via written motion with screenshots

Step	Action
1-7	Follow Steps 1-7 in preceding section
8	Select hearing type **File a Motion:** 18-30001-dwh7 Seventeen A Pomegranate, Jr. **Converted** 02/08/2018 Assets: n Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU ECF Assistance Info LBFs **Select the type of hearing at which you or your client wish to appear by phone:** ⦿ Reaffirmation Hearing ○ Other [Next] [Clear]
9	Enter date of hearing, time of hearing, and name of the party to appear by telephone in the appropriate boxes **File a Motion:** 18-30001-dwh7 Seventeen A Pomegranate, Jr. **Converted** 02/08/2018 Assets: n Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU ECF Assistance Info LBFs Enter the date and time of the hearing to which your motion applies. **Enter the date of the hearing in the Format mm/dd/yyyy** 6/18/2018 **Enter the time of the hearing in the format hh:mm AM/PM** 2:00 PM **Enter the name of the party requesting to appear by telephone** Abigail Awol [Next] [Clear]

10	Attach motion in PDF format **File a Motion:** 18-30001-dwh7 Seventeen A Pomegranate, Jr. **Converted** 02/08/2018 Assets: n Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU ECF Assistance Info LBFs File all documents (LBF's, motions, affidavits, certificates, etc.) in a single pdf, beginning with any LBF(s), unless otherwise instructed. Select the **pdf** document (for example: C:\199cv501-21.pdf). **Filename** Browse... No file selected. ⟵ **Attachments to Document:** If the document(s) must be broken into multiple pdfs because a single pdf will exceed 50MB, click Yes and attach the remaining pdf(s). ⦿ No ○ Yes Next Clear
11	Check appropriate box to indicate whether filing includes an affidavit, declaration, certification, brief or memorandum **File a Motion:** 18-30001-dwh7 Seventeen A Pomegranate, Jr. **Converted** 02/08/2018 Assets: n Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU ECF Assistance Info LBFs Do not upload a proposed order. The court will contact you if an order is required. Does this filing include an affidavit, declaration, certification, brief or memorandum? ○ Yes ⦿ No Next Clear

12	Modify docket text with dropdown box as appropriate
	File a Motion: 18-30001-dwh7 Seventeen A Pomegranate, Jr. **Converted** 02/08/2018 Assets: n Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU ECF Assistance Info LBFs **Docket Text: Modify as Appropriate.** [dropdown] **Motion to Appear by Telephone at Reaffirmation Hearing** *scheduled for 6/18/2018, at 2:00 PM. Party* *r by telephone: Abigail Awol.* **Filed by Debtor Seventeen A Pomegranate Jr. (Attorney, Jeff)** Ex Parte Expedited Fifth Amended Final First Amended Fourth Amended Joint Proposed Second Amended Sixth Amended Stipulated Supplemental Third Amended Unopposed
13	Review docket text, confirm necessary redactions, and submit
	File a Motion: 18-30001-dwh7 Seventeen A Pomegranate, Jr. **Converted** 02/08/2018 Assets: n Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU ECF Assistance Info LBFs **Docket Text: Final Text** **Motion to Appear by Telephone at Reaffirmation Hearing** *scheduled for 6/18/2018, at 2:00 PM. Party requesting to appear by telephone: Abigail Awol.* **Filed by Debtor Seventeen A Pomegranate Jr. (Attorney, Jeff)** **Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.** **Have you redacted?** [Next] [Clear]