

# 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 Justice Center**

The Bend Justice Center 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-filing. 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.

## Procedures

### Requesting via application<sup>1</sup>

Step	Action				
1	Click on <b>Bankruptcy</b> (or <b>Adversary</b> ) 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 <sup>2</sup>				
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 border="1" data-bbox="402 1268 1336 1396"> <thead> <tr> <th>If "Yes"</th> <th>If "No"</th> </tr> </thead> <tbody> <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> </tbody> </table>	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
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				
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				

<sup>1</sup> See [Table 1](#) below for procedures with screenshots.

<sup>2</sup> 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<sup>3</sup>

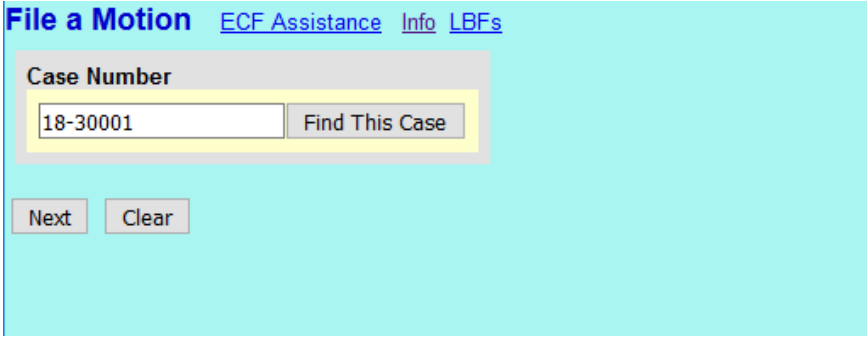
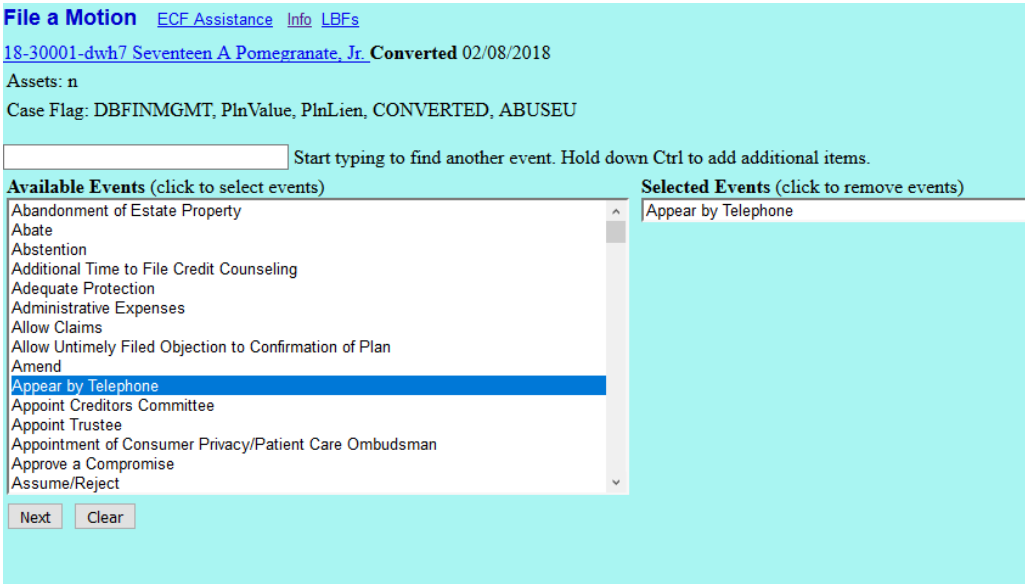

Step	Action
<b>1-7</b>	Follow Steps 1-7 in preceding section
<b>8</b>	Select hearing type
<b>9</b>	Enter date of hearing, time of hearing, and name of the party to appear by telephone in the appropriate boxes
<b>10</b>	Attach motion in PDF format
<b>11</b>	Check appropriate box to indicate whether filing includes an affidavit, declaration, certification, brief or memorandum
<b>12</b>	Modify docket text with dropdown box as appropriate
<b>13</b>	Review docket text and submit

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<sup>3</sup> See [Table 2](#) below for procedures with screenshots.

**Table 1: Requesting via application with screenshots**


Step	Action
1	<p>Click on <b>Bankruptcy</b> (or <b>Adversary</b>) on the ECF main menu bar</p>  <p>The screenshot shows the ECF main menu bar with the following items: <b>CM ECF</b>, <b>Bankruptcy</b> (with a dropdown arrow), <b>Adversary</b> (with a dropdown arrow), <b>Query</b>, <b>Reports</b> (with a dropdown arrow), <b>Utilities</b> (with a dropdown arrow), <b>Search Events</b>, <b>Help</b>, and <b>Log Out</b>. Below the menu bar is the U.S. Bankruptcy Court District of Oregon logo and the text: <b>U.S. Bankruptcy Court District of Oregon Official Court Electronic Document Filing System</b>. At the bottom, it states: <b>This system is running NextGen version 1.2 (01/29/2018) of the ECF application.</b></p>
2	<p>Select <u>Motions/Applications</u> (select <u>Motions</u> for Adversary Events)</p>  <p>The first screenshot shows the <b>Bankruptcy Events</b> menu with the following items: <a href="#">ECF Assistance</a>, <a href="#">Info</a>, <a href="#">LBFs</a>, <a href="#">Answer/Response...</a>, <a href="#">Appeals</a>, <a href="#">Case Upload</a>, <a href="#">Claim Actions</a>, <a href="#">Creditor Maintenance...</a>, <a href="#">File Claims</a>, <a href="#">Judge/Trustee Assignment</a>, <a href="#">Miscellaneous</a>, <a href="#">Motions/Applications</a> (indicated by an arrow), <a href="#">Notices</a>, <a href="#">Open Bankruptcy Case Using XML Forms Data</a>, <a href="#">Open a BK Case</a>, <a href="#">Open Involuntary Case</a>, <a href="#">Open Related BK Case</a>, <a href="#">Plan</a>, and <a href="#">Order Upload</a>.</p> <p>The second screenshot shows the <b>Adversary Events</b> menu with the following items: <a href="#">ECF Assistance</a>, <a href="#">Info</a>, <a href="#">LBFs</a>, <a href="#">Answers...</a>, <a href="#">Appeals</a>, <a href="#">Complaint &amp; Summons</a>, <a href="#">Motions</a> (indicated by an arrow), <a href="#">Notices/Miscellaneous</a>, <a href="#">Open an AP Case</a>, and <a href="#">Order Upload</a>.</p>

<p><b>3</b></p>	<p>Enter case number in format xx-xxxxx</p> 
<p><b>4</b></p>	<p>Select "Appear by Telephone"</p> 
<p><b>5</b></p>	<p>Select represented party</p> 

<p><b>6</b></p>	<p>Review text regarding situations where e-filing is not appropriate and confirm</p> <p><b>File a Motion:</b></p> <p><a href="#">18-30001-dwh7 Seventeen A Pomegranate, Jr. Converted</a> 02/08/2018</p> <p>Assets: n Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU</p> <p><a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <hr/> <p>Requests to appear by telephone are not required for <a href="#">Chapter 13 confirmation hearings</a> 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 <a href="http://www.orb.uscourts.gov">www.orb.uscourts.gov</a> 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.</p> <p>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.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>				
<p><b>7</b></p>	<p>Review criteria for requesting appearance by telephone without motion and check appropriate box indicating whether request meets that criteria</p> <table border="1" data-bbox="402 737 1336 863"> <thead> <tr> <th data-bbox="402 737 821 772">If "Yes"</th> <th data-bbox="821 737 1336 772">If "No"</th> </tr> </thead> <tbody> <tr> <td data-bbox="402 772 821 863">Proceed to Step 8 below to request via application</td> <td data-bbox="821 772 1336 863">Proceed to Step 8 in following section to request via written motion</td> </tr> </tbody> </table> <p>Applications to appear by telephone are generally granted without written motion if the following criteria are met -</p> <ol style="list-style-type: none"> <li><b>The hearing is not an evidentiary hearing,</b></li> <li><b>The hearing is not a Portland Chapter 13 initial confirmation hearing</b></li> <li><b>The hearing is not a reaffirmation hearing</b></li> <li><b>The hearing is 3 or more business days from the filing of this request</b></li> <li><b>The hearing is located outside the metro where the party to appear by phone is located.</b></li> </ol> <p>Does your request meet each of the criteria listed above?</p> <p><input checked="" type="radio"/> Yes. You may proceed without preparing a written motion.</p> <p><input type="radio"/> No. You must prepare a written motion and attach it on a subsequent screen.</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>	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
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				
<p><b>8</b></p>	<p>Enter date of hearing, time of hearing, and name of the party to appear by phone in the appropriate boxes</p> <p><b>File a Motion:</b></p> <p><a href="#">18-30001-dwh7 Seventeen A Pomegranate, Jr. Converted</a> 02/08/2018</p> <p>Assets: n Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU</p> <p><a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <p>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.</p> <p>Enter the date of the hearing in the format <b>mm/dd/yyyy</b> <input type="text" value="6/21/2018"/></p> <p>Enter the time of the hearing in the format <b>hh:mm AM/PM</b> <input type="text" value="10:30 AM"/></p> <p>Enter the name of the party requesting to appear by telephone <input type="text" value="Abigail Awol"/></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>				

<p>9</p>	<p>Modify docket text with dropdown box as appropriate</p> <p><b>File a Motion:</b></p> <p><a href="#">18-30001-dwh7 Seventeen A Pomegranate, Jr. Converted</a> 02/08/2018</p> <p>Assets: n</p> <p>Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU</p> <p><a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <p>Docket Text: Modify as Appropriate.</p> <div style="border: 1px solid black; padding: 5px;"> <input type="text" value="Application to Appear by Telephone at hearing scheduled for 6/21/2018, at 10:30 AM. Party"/> <ul style="list-style-type: none"> <li>Ex Parte</li> <li>Expedited</li> <li>Fifth Amended</li> <li>Final</li> <li>First Amended</li> <li>Fourth Amended</li> <li>Joint</li> <li>Proposed</li> <li>Second Amended</li> <li>Sixth Amended</li> <li>Stipulated</li> <li>Supplemental</li> <li>Third Amended</li> <li>Unopposed</li> </ul> </div> <p><b>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 call 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)</b></p>
<p>10</p>	<p>Review docket text, confirm necessary redactions, and submit</p> <p><b>File a Motion:</b></p> <p><a href="#">18-30001-dwh7 Seventeen A Pomegranate, Jr. Converted</a> 02/08/2018</p> <p>Assets: n</p> <p>Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU</p> <p><a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <p>Docket Text: Final Text</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>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)</b></p> </div> <p><b>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</b></p> <p><b>Have you redacted?</b></p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>

**Table 2: Requesting via written motion with screenshots**

Step	Action
1-7	Follow Steps 1-7 in preceding section
8	<p>Select hearing type</p> <p><b>File a Motion:</b></p> <p><a href="#">18-30001-dwh7 Seventeen A Pomegranate, Jr. Converted 02/08/2018</a></p> <p>Assets: n</p> <p>Case Flag: DBFINMGMT, PInValue, PInLien, CONVERTED, ABUSEU</p> <p><a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <p><b>Select the type of hearing at which you or your client wish to appear by phone:</b></p> <p><input checked="" type="radio"/> Reaffirmation Hearing</p> <p><input type="radio"/> Other</p> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
9	<p>Enter date of hearing, time of hearing, and name of the party to appear by telephone in the appropriate boxes</p> <p><b>File a Motion:</b></p> <p><a href="#">18-30001-dwh7 Seventeen A Pomegranate, Jr. Converted 02/08/2018</a></p> <p>Assets: n</p> <p>Case Flag: DBFINMGMT, PInValue, PInLien, CONVERTED, ABUSEU</p> <p><a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <p><b>Enter the date and time of the hearing to which your motion applies.</b></p> <p><b>Enter the date of the hearing in the Format mm/dd/yyyy</b> <input type="text" value="6/18/2018"/> </p> <hr/> <p><b>Enter the time of the hearing in the format hh:mm AM/PM</b> <input type="text" value="2:00 PM"/></p> <hr/> <p><b>Enter the name of the party requesting to appear by telephone</b> <input type="text" value="Abigail Awol"/></p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>



<p><b>10</b></p>	<p>Attach motion in PDF format</p> <div style="background-color: #e0f7fa; padding: 10px;"> <p><b>File a Motion:</b></p> <p><a href="#">18-30001-dwh7 Seventeen A Pomegranate, Jr.</a> <b>Converted</b> 02/08/2018</p> <p>Assets: n</p> <p>Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU</p> <p><a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <p>File all documents (LBF's, motions, affidavits, certificates, etc.) in a single pdf, beginning with any LBF(s), unless otherwise instructed.</p> <p>Select the pdf document (for example: C:\199cv501-21.pdf).</p> <p><b>Filename</b></p> <p><input type="button" value="Browse..."/> No file selected. ←</p> <p><b>Attachments to Document:</b></p> <p>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).</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div>
<p><b>11</b></p>	<p>Check appropriate box to indicate whether filing includes an affidavit, declaration, certification, brief or memorandum</p> <div style="background-color: #e0f7fa; padding: 10px;"> <p><b>File a Motion:</b></p> <p><a href="#">18-30001-dwh7 Seventeen A Pomegranate, Jr.</a> <b>Converted</b> 02/08/2018</p> <p>Assets: n</p> <p>Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU</p> <p><a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <p>Do not upload a proposed order. The court will contact you if an order is required.</p> <p>Does this filing include an affidavit, declaration, certification, brief or memorandum?</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p> </div>

<p><b>12</b></p>	<p>Modify docket text with dropdown box as appropriate</p> <p><b>File a Motion:</b></p> <p><a href="#">18-30001-dwh7 Seventeen A Pomegranate, Jr.</a> <b>Converted</b> 02/08/2018</p> <p>Assets: n Case Flag: DBFINMGMT, PlnValue, PlnLien, CONVERTED, ABUSEU</p> <p><a href="#">ECF Assistance</a> <a href="#">Info</a> <a href="#">LBFs</a></p> <p>Docket Text: <b>Modify as Appropriate.</b></p> <p> <input type="text" value="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)"/> </p> <ul style="list-style-type: none"> <li>Ex Parte</li> <li>Expedited</li> <li>Fifth Amended</li> <li>Final</li> <li>First Amended</li> <li>Fourth Amended</li> <li>Joint</li> <li>Proposed</li> <li>Second Amended</li> <li>Sixth Amended</li> <li>Stipulated</li> <li>Supplemental</li> <li>Third Amended</li> <li>Unopposed</li> </ul>
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