Requesting Permission to Appear at a Hearing by Telephone or Video Table of Contents

Introduction	2
When a Motion is Necessary	2
Orders on Motions	2
E-Filing Instructions	2
E-Filing Instructions with Screenshots	4

Requesting Permission to Appear at a Hearing by Telephone or Video

Introduction

This document provides CM/ECF procedures for e-filers regarding filing motions for permission to appear at in-person hearings by telephone or video.

When a Motion is Necessary

No motion need be filed to appear by telephone or video for hearings that are set by telephone or video.

If the hearing is set to take place in a courtroom or other live setting, a written motion must be prepared and filed via the steps <u>below</u>.

Orders on Motions

Do not lodge proposed orders on motions requesting permission to appear at hearings by telephone or video.

In most situations, orders on such motions will be entered on the docket as text-only entries.

E-Filing Instructions

Motions requesting permission to appear and hearings by telephone or video are e-filed as follows (see <u>below</u> for this table with screenshot):

Steps	Action
1	Click on Bankruptcy (or Adversary) on the ECF main menu bar
2	Select Motions/Applications (select Motions for Adversary Events)
3	Enter case number in format xx-xxxxx
4	Select "Appear by Telephone or Video"
5	Select represented party
6	Use radio buttons to indicate whether request is to appear by telephone or video
7	Use radio buttons to indicate whether the hearing at issue is a Reaffirmation Hearing or another type of hearing

8	Enter hearing information—including the full name of the person for whom permission to appear by telephone or video is being sought—in the fields provided in the format directed
9	Click the Browse button to attach motion in searchable PDF format
10	 Review information message regarding proposed orders Use radio buttons to select whether the motion includes an affidavit, declaration, certification, brief or memorandum
11	Review docket text and, if it appears correct, click Next to complete filing the motion

E-Filing Instructions with Screenshots

Steps	Action
1	Click on Bankruptcy (or Adversary) on the ECF main menu bar
	CMmECF Bankruptcy - Adversary -
	Associated Cases
2	Select Motions/Applications (select Motions for Adversary Events)
	Bankruptcy Events ECF Assistance Info LBFs
3	Answer/ResponseOrders/OpirAppealsPersonal FirBatch FilingsPlanClaim ActionsTrustee/USCourt EventsTrustee's 34Creditor MaintenanceFile ClaimsJudge/Trustee Assignment for One CaseJudge/Trustee Assignment for One CaseJudge/Trustee Assignment for One CaseMiscellaneousMotions/ApplicationsJudge/Trustee Assignment for One CaseNoticesOpen a BK CaseOpen a BK CaseTustee/CEnter case number in format xx-xxxxx
	File a Motion ECF Assistance Info LBFs Case Number 22-30246 Find This Case Next Clear
4	Select "Appear by Telephone or Video"
	Available Events (click to select events) Abate Abstention Adequate Protection Administrative Expenses Allow Unitmely Filed Objection to Confirmation of Plan Amend Appear by Telephone or Video Appoint Next Friend or Guardian Ad Litem Appoint Next Friend or Guardian Ad Litem Appoint Trustee Appoint an Examiner Apporty Fees Under FRBP 7054(b) Aution I Ion IMatic require I PE 717, 717 05, 1217 and/or 1217 21

5	Select represented party
	When adding parties represented by counsel, select or add a record without the party address. Remember to change the role type.
	Select the Party:
	Mitchell, Amy E [Trustee] Add/Create New Party Ohlee, Brock [Debtor] Add/Create New Party
	US Trustee, Portland, [U.S. Trustee]
	✓
	Next Clear
6	Use radio buttons to indicate whether request is to appear by telephone or video
	Are you moving to be allowed to appear by telephone or by video?
	O Telephone
	O Video
	Next Clear
7	Use radio buttons to indicate whether the hearing at issue is a Reaffirmation Hearing
	or another type of hearing
	Select the type of hearing at which you or your client wish to
	appear by phone or video:
	O Reaffirmation Hearing
	O Other
	Next Clear
8	Enter hearing information—including the full name of the person for whom
	permission to appear by telephone or video is being sought—in the fields provided in the format directed
	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 8/30/2022
	Enter the time of the hearing in the format hh:mm AM/PM 10:00 AM
	Enter the name of the person requesting to appear by telephone or video Brock Ohlee
	Next Clear

9	Click the Browse button to attach motion in searchable PDF format
	Document number assignment: Automatically assign number
	 Enter other document number
	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. Make PDF stamp-able
	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 O Yes
	Next Clear
10	Review information message regarding proposed orders
	• Use radio buttons to select whether the motion includes an affidavit, declaration,
	certification, brief or memorandum
	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? O Yes No
	Next Clear
11	Review docket text and, if it appears correct, click Next to complete filing the motion
	Docket Text: Final Text
	Motion to Appear by Telephone at Reaffirmation Hearing
	scheduled for 8/30/2022, at 10:00 AM. Person requesting to appear
	by telephone: Brock Ohlee. Filed by Debtor Brock Ohlee (jat)
	Attention!! Submitting this screen commits this transaction. You will have no
	further opportunity to modify this submission if you continue.
	Next Clear