

**Requesting Permission to Appear at a Hearing**  
**by Telephone or Video**  
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# 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 [below](#).

## 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.



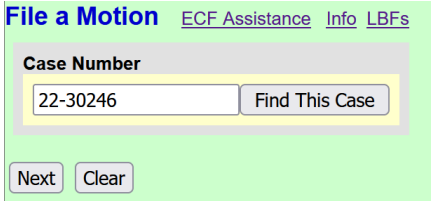
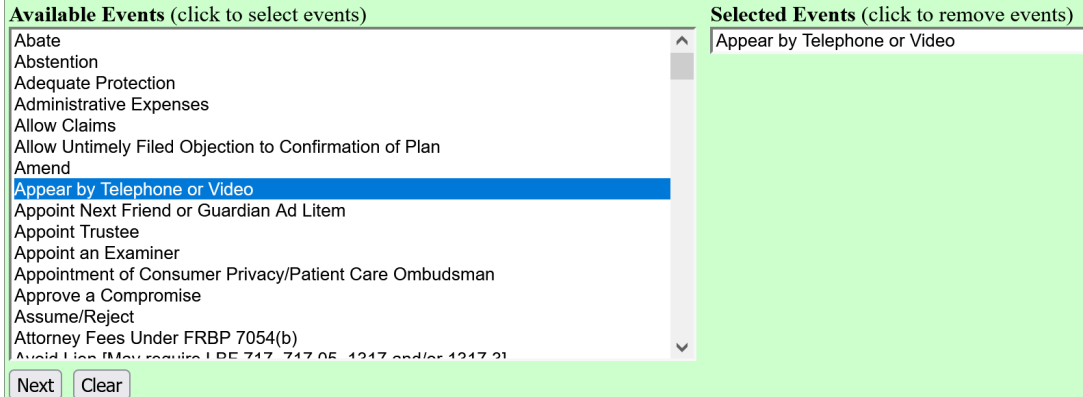
## E-Filing Instructions

Motions requesting permission to appear and hearings by telephone or video are e-filed as follows (see [below](#) for this table with screenshot):

Steps	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 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

<b>8</b>	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
<b>9</b>	Click the <b>Browse...</b> button to attach motion in searchable PDF format
<b>10</b>	<ul style="list-style-type: none"><li>• Review information message regarding proposed orders</li><li>• Use radio buttons to select whether the motion includes an affidavit, declaration, certification, brief or memorandum</li></ul>
<b>11</b>	Review docket text and, if it appears correct, click <b>Next</b> to complete filing the motion

## E-Filing Instructions with Screenshots

Steps	Action
1	<p>Click on <b>Bankruptcy</b> (or <b>Adversary</b>) on the ECF main menu bar</p> 
2	<p>Select <u>Motions/Applications</u> (select <u>Motions</u> for Adversary Events)</p> 
3	<p>Enter case number in format xx-xxxxx</p> 
4	<p>Select "Appear by Telephone or Video"</p> 

<p><b>5</b></p>	<p>Select represented party</p> <p>When adding parties represented by counsel, select or add a record without the party address. Remember to change the role type.</p> <p>Select the Party:</p> <div style="border: 1px solid gray; padding: 5px;"> <p>Mitchell, Amy E [Trustee]    <a href="#">Add/Create New Party</a></p> <p><b>Ohlee, Brock [Debtor]</b></p> <p>US Trustee, Portland, [U.S. Trustee]</p> </div> <p>Next    Clear</p>
<p><b>6</b></p>	<p>Use radio buttons to indicate whether request is to appear by telephone or video</p> <p><b>Are you moving to be allowed to appear by telephone or by video?</b></p> <p><input type="radio"/> Telephone</p> <p><input type="radio"/> Video</p> <p>Next    Clear</p>
<p><b>7</b></p>	<p>Use radio buttons to indicate whether the hearing at issue is a Reaffirmation Hearing or another type of hearing</p> <p><b>Select the type of hearing at which you or your client wish to appear by phone or video:</b></p> <p><input type="radio"/> Reaffirmation Hearing</p> <p><input type="radio"/> Other</p> <p>Next    Clear</p>
<p><b>8</b></p>	<p>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</p> <p>Enter the date and time of the hearing to which your motion applies.</p> <p>Enter the date of the hearing in the Format <b>mm/dd/yyyy</b> 8/30/2022 <input type="text"/></p> <hr/> <p>Enter the time of the hearing in the format <b>hh:mm AM/PM</b> 10:00 AM <input type="text"/></p> <hr/> <p>Enter the name of the person requesting to appear by telephone or video <input type="text" value="Brock Ohlee"/></p> <p>Next    Clear</p>

<p>9</p>	<p>Click the <b>Browse...</b> button to attach motion in searchable PDF format</p> <p><b>Document number assignment:</b></p> <p><input checked="" type="radio"/> Automatically assign number  <input type="radio"/> Enter other document number</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 <b>pdf</b> document (for example: C:\199cv501-21.pdf).</p> <p><b>Filename</b></p> <p><input type="text" value="Browse..."/> No file selected. <input type="checkbox"/> Make PDF stamp-able</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>
<p>10</p>	<ul style="list-style-type: none"> <li>Review information message regarding proposed orders</li> <li>Use radio buttons to select whether the motion includes an affidavit, declaration, certification, brief or memorandum</li> </ul> <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  <input checked="" type="radio"/> No</p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>
<p>11</p>	<p>Review docket text and, if it appears correct, click <b>Next</b> to complete filing the motion</p> <p><b>Docket Text: Final Text</b></p> <p><b>Motion to Appear by Telephone at Reaffirmation Hearing  <i>scheduled for 8/30/2022, at 10:00 AM. Person requesting to appear  by telephone: Brock Ohlee. Filed by Debtor Brock Ohlee (jat)</i></b></p> <p><b>Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.</b></p> <hr/> <p><input type="button" value="Next"/> <input type="button" value="Clear"/></p>