



REMOTE HEARING PROCEDURES

Hon. John T. Gregg
United States Bankruptcy Court
Western District of Michigan

Effective January 1, 2023
(Last Modified on June 1, 2023)

Unless otherwise stated on the docket in a particular case or adversary proceeding, all hearings, trials, status conferences, and pretrial conferences (collectively, a "Hearing") shall be held in person; provided, however, that attorneys and parties may appear virtually in the event of exigent circumstances (*e.g.*, illness).

1. Hearing Registration. Upon advance authorization from the court, a person may appear at a Hearing, including those on designated "motion days," via Zoom videoconference. In order to participate remotely, a person must create a Zoom account at <https://www.zoom.us>. When creating a Zoom account, the person should use his or her first and last name.

Any person who seeks authorization to appear at a Hearing via video due to exigent circumstances must send an email to jtg_calendar@miwb.uscourts.gov. The email must include (i) the person's first and last name, the person's law firm or other organization, and the person's direct dial telephone number, (ii) the case name(s) and case number(s) of the matters for which the person anticipates appearing, (iii) the party, if any, the person represents, and (iv) the exigent circumstances in support of the request. In the event that the request is granted, the court will send the person (the "Participant") an invitation (the "e-vite") to participate in the Hearing virtually.¹

2. Entering the Courtroom. Participants should sign on to Zoom at least ten (10) minutes in advance of any Hearing. To join a hearing, either (i) click the link in the e-vite, then enter the password provided in the e-vite when prompted by the Zoom app; or (ii) open the Zoom app, click "Join," and enter the "Meeting ID" and password provided in the e-vite. Participants must enable internet audio and video in order to appear at any Hearing. Each Participant must identify his or herself on Zoom by using a first and last name, not, for example, "Mike's iPhone."

Upon joining a Hearing, Participants will be placed into the virtual "courthouse." The court will admit Participants into the virtual "courtroom" at least five (5) minutes before the time scheduled for the Hearing. If several matters are scheduled for a particular time (*e.g.*, a motion day), the court will admit to the virtual courtroom all Participants simultaneously, regardless of the order in which matters on the calendar appear. Upon entry to the virtual courtroom, each Participant's audio may be automatically muted. A Participant must unmute himself or herself in order to be heard during a Hearing.

3. Participation Requirements. Participants should participate from a quiet place, without interruption, noise or other distraction. When not speaking, Participants should mute their audio so as to prevent any disruption in the courtroom.

¹ The e-vite is personal to the Participant and should not be shared with any other person.

4. Prohibition on Recording. All Hearings will be recorded by the court's official court reporter. Any private recording of court proceedings is strictly prohibited under LBR 5091(c) and other applicable law.

5. Courthouse Conduct. All Hearings remain federal court proceedings. Participants should therefore dress and conduct themselves in accordance with LBR 5090 - 5091. In the event that a Participant fails to comply with these requirements, they may be escorted from the virtual courtroom pursuant to LBR 5090(e).

6. Consent. By appearing remotely, a Participant shall be deemed to have implicitly consented to the procedures established herein and as otherwise generally set forth in the Local Bankruptcy Rules for the Western District of Michigan.

7. Discretion. The court may in its discretion decline to authorize a Participant to appear remotely in the future.