



## REMOTE HEARING PROCEDURES

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

Effective July 6, 2021  
(Last Modified on July 6, 2021)

Unless otherwise stated on the docket in a particular case or adversary proceeding, the following procedures apply to non-evidentiary hearings, status conferences, and pretrial conferences (collectively, "Hearings") held before Judge Gregg.<sup>1</sup>

**1. Hearing Registration.** Any person may appear at or otherwise observe Hearings, 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.

At least two (2) business days prior to a non-emergency Hearing, any person who plans to appear at or observe the Hearing via video must register for the Hearing by sending an email to [jtg\\_calendar@miwb.uscourts.gov](mailto: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, and (iii) the party, if any, the person represents. Upon receiving the registration request, the court will send the requesting person an automated invitation (the "e-vite") to the Hearing(s).

Absent good cause shown, only a person who has timely submitted the requisite information will receive an e-vite (the "Participant").<sup>2</sup> In the event that a person has not timely registered to appear at a Hearing via video, the person must appear in-person at the physical place of holding court in order to participate in or observe the Hearing.

**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 or observe 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

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<sup>1</sup> All evidentiary hearings and trials shall be conducted in person, meaning that all participants will need to be physically present in the courthouse.

<sup>2</sup> The e-vite is personal to the Participant and should not be shared with any other person.

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.

**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. Public Access.** The court invites members of the public to observe any Hearing regardless of their formal appearance in a particular case or adversary proceeding.

**7. Consent.** By registering to appear or observe 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.

**8. Non-Compliance.** In the event that a Participant fails to comply with these procedures, the court may decline to authorize the Participant to appear or observe remotely in the future.