

**PROCEDURES REGARDING TELEPHONIC AND VIDEO APPEARANCES
BEFORE THE HONORABLE SHERI BLUEBOND**

ZoomGov connection information for each hearing is provided on Judge Bluebond's publicly-posted hearing calendar, which may be viewed online at: <http://ecf-ciao.cacb.uscourts.gov/CiaoPosted/>. (Use the tab on the far left to select Judge Bluebond.)

Unless otherwise ordered by Judge Bluebond in a particular case or proceeding, **PARTIES, THEIR ATTORNEYS, WITNESSES AND INTERPRETERS MAY ATTEND HEARINGS IN ALL MATTERS PENDING BEFORE JUDGE BLUEBOND EITHER IN PERSON (IN COURTROOM 1539) OR BY ZOOMGOV VIDEO OR ZOOMGOV AUDIO. MEMBERS OF THE PUBLIC AND THE MEDIA, HOWEVER, MAY ONLY CONNECT TO THE ZOOM AUDIO FEED BY TELEPHONE. ACCESS TO THE VIDEO FEED BY SUCH PERSONS IS PROHIBITED. FURTHER, EVEN AUDIO ACCESS TO MEMBERS OF THE PUBLIC AND THE MEDIA IS PROHIBITED FOR TRIALS, EVIDENTIARY HEARINGS AND ALL MATTERS IN WHICH THERE IS LIVE WITNESS TESTIMONY. IN SUCH INSTANCES, MEMBERS OF THE PUBLIC AND THE MEDIA REMAIN FREE TO OBSERVE SUCH PROCEEDINGS IN PERSON IN COURTROOM 1539.**

A ZoomGov account is not necessary for remote access, and no pre-registration is required. Remote access through ZoomGov is free of charge. The audio portion of each hearing will be recorded electronically by the Court and constitute its official record.

ALL PERSONS (OTHER THAN AUTHORIZED COURT STAFF) ARE STRICTLY PROHIBITED FROM MAKING ANY AUDIO OR VIDEO RECORDING OF COURT PROCEEDINGS, BY ANY MEANS. VIOLATION OF THIS PROHIBITION MAY RESULT IN THE IMPOSITION OF MONETARY AND NON-MONETARY SANCTIONS.

Remote access is a privilege. Judge Bluebond reserves the right to suspend or discontinue any party's remote access privileges in her discretion. Further, although Judge Bluebond is pleased to make this accommodation available, any party or counsel that elects to appear remotely bears the risk of malfunction or disconnection from the hearing.

If you wish to appear remotely, a written list of the matter(s) on which you will be making a telephonic or ZoomGov video appearance should be provided to the Court via email to Chambers_SBluebond@cacb.uscourts.gov ([link sends e-mail](#)) not later than 3 p.m. on the day prior to the hearing and must contain (i) the date, time and calendar number(s) of the hearing(s) in the subject line of the email and (ii) all of the following information within the body of the email:

1. the name of the case and the bankruptcy case number (and adversary number, if applicable);
2. the date and time of the hearing;
3. the calendar number assigned to the matter (or, if a calendar number has not yet been assigned, then a statement so stating);
4. who the party appearing by telephone or video represents; and
5. contact information, including email address and telephone number.

Tips for a Successful ZoomGov Experience

1. Test the video and audio capabilities of your computer or mobile device in advance of the hearing (i.e., at least one day in advance). You can do this by clicking on the ZoomGov meeting link posting for the hearing and/or check your video and audio using the ZoomGov app.
2. If you intend to speak at the hearing, please find a quiet place from which to participate.
3. If you are connecting to the hearing using a wireless device, you should situate yourself in a location with a strong wireless signal.
4. Unless and until it is your turn to speak, please mute your audio to minimize background noise. (If connected to ZoomGov audio by telephone, you can mute or unmute your connection by pressing *6 on your phone.)
5. When you first speak—and each time you speak after someone else has spoken—please say your name. This may seem awkward but is essential to making a good court record. The only part of the hearing being recorded is the audio. If a transcript is requested, it is sometimes difficult for the transcriber to know who is speaking.
6. If you are participating by video, try to avoid having a window or bright background behind you. (You may, as a result, appear on video as a shadow.) If you cannot avoid the bright background, try using a desk lamp or other light source to brighten your face.
7. If available, a headset-microphone often provides better sound quality for listening and speaking.
8. Participants should at all times remember that although conducted remotely, these hearings are official court proceedings, and individuals should act accordingly.
 - a. If video is enabled, please wear attire consistent with the decorum of court proceedings.
 - b. ZoomGov permits the use of virtual backgrounds to safeguard your privacy. If you choose to use a virtual background, please avoid backgrounds that are offensive, distracting or political in nature.
9. ZoomGov video participants are permitted to specify a display name. If using video, please specify your complete name to assist the Court in creating a record of the proceedings.