

PROCEDURES REGARDING TELEPHONIC APPEARANCES BEFORE THE HONORABLE SANDRA R. KLEIN

Telephonic appearances will be allowed in matters before Judge Sandra R. Klein in Courtroom 1575, except as follows:

1. Adversary proceeding initial status conferences and pretrial conferences (all counsel and all self-represented parties must appear in person).
2. Trials and evidentiary hearings (all counsel, all self-represented parties, and all witnesses must appear in person).
3. Chapter 11 status conferences (debtor's counsel or self-represented debtors must appear in person at every status conference; other parties in interest may appear telephonically).
4. Chapter 11 disclosure statement hearings and chapter 11 confirmation hearings (all counsel and all self-represented parties must appear in person).
5. Chapter 13 hearings (all counsel and all self-represented parties must appear in person).
6. Hearings on matters in which a timely opposition is filed.
7. Reaffirmation hearings (debtor and debtor's counsel (if applicable) must appear in person; other parties in interest may appear telephonically).
8. Any other matters for which the Court indicates that a personal appearance is required.

All self-represented parties and all counsel must adhere to the following procedures and rules to appear telephonically:

1. Standard Procedure

Telephonic appearances may be arranged by calling Court Call, (888-882-6878) an independent conference call company, by 2:00 p.m. the day before the hearing.

2. Emergency Procedure

If an unexpected emergency arises that prevents a self-represented party or counsel from following the "Standard Procedure," the self-represented party or counsel must email chambers at Chambers_SKlein@cacb.uscourts.gov and obtain written approval before appearing telephonically.

The email seeking to appear telephonically because of an unexpected emergency must be received by 6:00 a.m. the day of the hearing, must include "Telephonic Request due to Emergency" in the subject line of the email, and provide the following information in the body of the email:

- a. Case name:
- b. Case number:
- c. Hearing date:
- d. Hearing time:
- e. Calendar number:
- f. Self-represented party or requesting attorney name:
- g. Party represented by requesting attorney (if applicable):
- h. Exigent circumstances necessitating emergency telephonic procedure:

In the email, the self-represented party or attorney must demonstrate that exigent and unanticipated circumstances necessitate the application of the Court's emergency telephonic procedures.

By 8:00 a.m. on the day of a hearing, Judge Klein's chambers staff will respond to all emergency requests received by 6:00 a.m. that day. Any emergency requests received after 6:00 a.m. on the day of a hearing will not be granted and Judge Klein's chambers staff will not respond to such requests.

If an emergency request to appear telephonically is approved, a self-represented party or counsel must:

- a. Immediately contact Court Call to arrange a telephonic appearance; and
- b. Notify Judge Klein's courtroom deputy (213-894-5856) before 8:15 a.m. on the day of the hearing that the self-represented party or counsel was approved to appear telephonically.

If an emergency request to appear telephonically is denied, or if Court Call is not able to accommodate the late request, the self-represented party or counsel will not be permitted to appear telephonically and must appear in person in court at the appropriate time.

3. Rules during Telephonic Appearances; Waiver of Appearance

The following rules apply for a telephonic appearance:

- a. Parties appearing telephonically must use a landline with a handset or a headset.
- b. Parties appearing telephonically may not:
 - i. Use a cellular phone.
 - ii. Use a speakerphone.
 - iii. Participate from any location with significant ambient noise.

Any self-represented party or any counsel choosing to appear telephonically do so at their own risk. Hearings will not be rescheduled due to missed connections. The Court will not consider any excuses regarding why a connection was not made or why someone is not available when a particular matter is called. If the Court calls a matter and if a self-represented party or counsel does not respond, the self-represented party or counsel will be deemed to have consented to the granting or denial of the motion, whatever the case may be. The Court will not entertain any requests for "second call" for anyone appearing telephonically. Further, when a self-represented party or counsel appear telephonically, they agree to waive any prejudice attributable to resulting quality deficiencies or irregularities of the record.

If a self-represented party's or counsel's phone or audio connection produces extraneous noise or static, the line will be muted or disconnected, and the self-represented party or counsel will be deemed to have waived his or her appearance on the matter. If a self-represented party's or counsel's phone or audio connection disconnects during a hearing, the Court will proceed with the hearing and the self-represented party or counsel who was disconnected will be deemed to have waived his or her appearance on that matter.