

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

**Updated October 19, 2021**

Due to the COVID-19 outbreak, parties are encouraged to attend hearings virtually. However, parties may appear in person in Courtroom 1539, ZoomGov Video or ZoomGov Audio. Parties are free to choose any of these options, unless otherwise ordered by the Court. Parties electing to appear in person shall comply with all requirements regarding social distancing, use of face masks, etc. which will be in effect at the time of the hearing and should be aware that (1) they will be required to wear a mask at all times, even when presenting oral argument and (2) Judge Bluebond will not be wearing a mask.

The cover page for the publicly posted hearing calendar will provide ID and Password information for ZoomGov. The calendar is posted to the public at least 2 weeks prior to the hearing and can be accessed at the following web address: <http://ecf-ciao.cacb.uscourts.gov/CiaoPosted/default.aspx> (Click on the "Select Judge" tab on the upper left side of the screen and select Judge Bluebond).

Video and Telephonic appearances will be allowed, but you must notify the Court of your appearance.

A written list of the matter(s) on which you will be making a telephonic or Zoomgov video appearance must be provided to the Court via email to [Chambers\\_SBluebond@cacb.uscourts.gov](mailto:Chambers_SBluebond@cacb.uscourts.gov) 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.

**ZoomGov hearings:** For ZoomGov hearings, the first page of Judge Bluebond's publicly posted hearing calendar will provide video and audio connection information for the hearings.

You may appear by video or audio via ZoomGov using a personal computer (equipped with camera, microphone and speaker), or a handheld mobile device (such as an iPhone and/or Android phone). Alternatively, you may participate by ZoomGov via audio only by using a telephone (standard telephone charges may apply). Neither a Zoom account nor a ZoomGov account are necessary to participate and no pre-registration is required. The audio portion of each hearing will be recorded electronically by the Court and constitute its official record.

## Tips for a Successful ZoomGov Court 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 and members of the public 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 or distracting.
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.