

TELEPHONIC APPEARANCES IN JUDGE WALLACE'S COURTROOM

Updated 11/14/2019

I. Prior Court Approval Required

A. Prior Court approval of telephonic appearances is required for the following matters:

- 1) Sale motion;
- 2) Cash collateral motion;
- 3) Chapter 11 Plan confirmation or Disclosure Statement approval or Chapter 13 Plan confirmation;
- 4) Motion for approval of debtor-in-possession financing;
- 5) Evidentiary hearing and trial;
- 6) Status conference;
- 7) Pretrial conference;
- 8) Reaffirmation hearing; or
- 9) Any matter designated by the Court as requiring a personal appearance. For example, movant's personal appearance is usually required when motion is opposed.

B. To obtain Court approval of telephonic appearances at hearings, **no later than 3 court days prior** to the hearing send to **MW_Chambers@cacb.uscourts.gov** an email entitled (subject line) "Telephonic Appearance Request" and containing all of the following:

- 1) Case name and bankruptcy case number (and adversary case number, if any);
- 2) Date and time of hearing;
- 3) Calendar number (or statement that such has not yet been assigned);
- 4) Type of hearing;
- 5) Party represented;
- 6) Reason telephonic appearance is sought; and
- 7) Contact information, including the name of appearance counsel, email address and phone number.

Chambers will reply by email whether your request has been approved. If your request is approved, you will be responsible for making the arrangements for the conference call using **CourtCall** (toll-free 888-882-6878; or 310-342-0888). *Please note: Any telephonic appearance requests received by chambers less than 24 hours before the scheduled hearing **GENERALLY** will be denied.*

II. Prior Court Approval NOT Required

Prior Court approval is *not* required for telephonic appearances in all matters other than those listed in Part I.A. Also, prior Court approval is *not* required if you will *solely* be monitoring a proceeding and do not intend to advance a position in a matter listed in Part I.A.

You must still notify the Court of your telephonic appearance, **no later than 3 court days prior** to the hearing, by sending to **MW_Chambers@cacb.uscourts.gov** an email entitled "Telephonic Appearance Notification" including all of the information requested in Part I. B.

After you have received confirmation that the Court has noted your telephonic appearance, please contact CourtCall to arrange the telephonic appearance (toll-free 888-882-6878; or 310-342-0888).

III. Conduct During Telephonic Appearances

After CourtCall has connected your phone line to the courtroom please put your phone on mute until your calendar number is called, to avoid interfering with other hearings in progress. Speaker phones are never allowed. No cell phones are allowed without a very good reason. **By appearing telephonically, you assume the risks of any and all technical problems that may occur during the call.**