

NOTICE RE VIDEO AND TELEPHONIC APPEARANCE PROCEDURES FOR JUDGE SANDRA R. KLEIN'S CASES

Although the Roybal Federal Building and U.S. Courthouse is open for in-person proceedings, the bankruptcy bar has indicated its overwhelming support for continued virtual appearances. Judge Klein will continue utilizing ZoomGov in a hybrid format holding hearings by video, with an option for in-person hearings for evidentiary hearings, trials and other matters specially set with the Court's prior approval. Parties are directed to review Judge Klein's self-calendaring instructions for calendaring hearings, either by ZoomGov or in-person.

IMPORTANT NOTICE REGARDING PROHIBITIONS OF PUBLIC VIDEO AND AUDIO ACCESSIBILITY OF COURT MATTERS

The Administrative Office of the United States Courts has now mandated that the public may not observe **by video** any court proceedings unless they are actual parties or counsel with matters before the Court in which they have an official interest. As an accommodation to the public, many court proceedings will still be accessible **by audio**. The audio accommodation is limited to: 1) non-trial matters; and 2) non-live witness testimony hearings.

During non-trial matters and hearings where no live testimony is being given, the Court may permit the public to access the hearings by audio, but not video. Please note that the Court may choose to terminate audio accessibility at any time, regardless of the type of hearing. Audio services for hearings that will not include live testimony are accessible through ZoomGov, and the public may utilize the telephone number login, but not the video login, presented by the Court on its publicly posted hearing calendar, which may be viewed online at: <http://ecf-ciao.cacb.uscourts.gov/CiaoPosted/default.aspx>, and then selecting "Judge Klein" from the tab on the left-hand side of the page.

The public may always appear in court for any proceedings. Judge Klein's courtroom is located in the Roybal Federal Building and U.S. Courthouse, 255 E. Temple Street, Courtroom 1575, Los Angeles, CA 90012.

On virtual hearing days, Judge Klein's courtroom will be open so that individuals who wish to observe a hearing will be able to view ZoomGov participants. There will be video monitors on and viewable during all hearings. The parties, including counsel, their clients, and self-represented individuals, may virtually join the hearing via ZoomGov. No testimony, however, will be permitted by ZoomGov unless specifically authorized by the Court either before or during the hearing.

For matters set for an in-person hearing in which any party does not wish to appear in-person, virtual appearances may be permitted utilizing ZoomGov, with prior Court approval, by contacting Judge Klein's chambers at least seventy-two (72) hours before the hearing to arrange the virtual appearance.

ZoomGov: Video and audio connection information for each hearing are posted on Judge Klein's hearing calendar, which is available at: <http://ecf-ciao.cacb.uscourts.gov/CiaoPosted/default.aspx>, and then selecting "Judge Klein" from the tab on the left-hand side of the page.

As noted above, hearing participants may view and/or listen to hearings before Judge Klein using ZoomGov free of charge. Individuals may appear by ZoomGov video and audio using a personal computer (equipped with camera, microphone and speaker), or a handheld mobile device (such as an iPhone). Individuals may participate by ZoomGov audio only using a telephone (standard telephone charges may apply). Neither a Zoom 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. Members of the general public, however, may only view the hearings from the Courtroom, which will remain open, or by audio access, as noted above.

Important: All persons are strictly prohibited from making any recording of court proceedings, whether by video, audio, "screenshot," or otherwise. Violation of this prohibition may result in the imposition of monetary and non-monetary sanctions. The Clerk of the Court maintains an audio recording of all proceedings, which recording constitutes the official record of those proceedings.

Tips for a Successful ZoomGov Court Experience

1. Test the video and audio capabilities of your computer or mobile device before the hearing (i.e., at least one day in advance).
 - a. You can do this by clicking on the ZoomGov meeting link posted for the hearing and/or check your video and audio using the ZoomGov app.
2. If you intend to speak during the hearing, please find a quiet place from which to participate.
3. If you are connecting to a hearing using a wireless device, make sure to have a strong wireless signal.
4. Until your matter is called, please turn off your video and mute your audio to minimize distractions and background noise.
 - a. If you are connecting to ZoomGov by video, you can turn your video on/off by clicking on the video camera on the lower left side of the screen and mute/unmute your audio by clicking on the microphone on the lower left side of your screen.

- b. If you are connecting to ZoomGov by telephone, you can mute or unmute your connection by pressing *6 on your phone.
5. If you are participating via video:
 - a. Please change your Zoom screen name to include your calendar number, your first initial and last name, and your client's name in parentheses (e.g., 1, R. Jones (ABC Corp.)). You can change your Zoom screen name by moving the cursor over the upper right corner of your video tile, clicking on ". . ." and then clicking on "rename."
 1. If you are appearing on more than one matter, after your first matter is finished, please change your screen name to reflect the next matter on which you will appear.
 - b. Please wear attire consistent with the decorum of court proceedings.
 - c. If you choose to use a virtual background, please avoid backgrounds that are offensive or distracting.
 - d. Try to avoid having a window or bright background behind you. Otherwise, you may appear on video as a shadow. If you cannot avoid a bright background, a desk lamp or other light source might help to brighten your face.
6. When you first speak—and each time you speak after someone else has spoken—please say your name. This is essential to make 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.
7. If available, a headset-microphone often provides better sound quality for listening and speaking.
8. Participants and members of the public should remember that although conducted remotely, ZoomGov hearings are official court proceedings, and individuals should act accordingly.