

*Effective March 1, 2024*

## **TELEPHONIC APPEARANCE PROCEDURES FOR THE HON. SCOTT H. YUN**

### **I. POLICIES GOVERNING TELEPHONIC APPEARANCES**

Telephonic appearances are allowed in all matters before Judge Yun without prior approval, *except* the following:

1. Trials and evidentiary hearings (all counsel and all witnesses must appear in person).
2. Chapter 11 initial status conferences (debtor's counsel must appear in person; other parties in interest may appear telephonically).
3. Adversary proceeding initial status conferences (all trial counsel must appear in person).
4. Adversary proceeding pre-trial conferences (all trial counsel must appear in person).
5. Chapter 11 confirmation hearings (debtor, debtor's counsel, and all objecting parties, or their counsel, must appear in person).
6. Chapter 13 confirmation hearings (debtor and debtor's counsel must appear in person; objecting parties may appear telephonically).
7. Any matter designated by the court as requiring a personal appearance.

Before requesting a telephonic appearance, the individual appearing should check Judge Yun's calendar to review any tentative ruling concerning the matter by clicking on "Tentative Rulings" on the court's website ([www.cacb.uscourts.gov](http://www.cacb.uscourts.gov)). Each individual who appears telephonically will be expected to have reviewed and be familiar with the applicable tentative ruling.

**Please be aware that individuals making telephonic appearances do so at their own risk. Absent extraordinary circumstances, hearings will not be rescheduled due to missed connections or technical difficulties. If an individual schedules a telephonic appearance and then fails to respond to the call of a matter on calendar, the court may trail the matter, treat the failure to respond as an intent to accept the tentative ruling, or treat the failure to respond as a failure to appear. Scheduling simultaneous telephonic appearances in multiple courts does not excuse a failure to appear.**

### **II. HOW TO ARRANGE A TELEPHONIC APPEARANCE**

An individual should arrange telephonic appearances by emailing the Courtroom Deputy at [Chambers\\_SYun@cacb.uscourts.gov](mailto:Chambers_SYun@cacb.uscourts.gov) **no later than 12:00 noon the day prior to the hearing.** Failure to register before the deadline adversely impacts the Courtroom Deputy and the court's ability to conduct hearings. Repeated violation of this rule may result in sanctions.

The subject line of the email should be "Registration – Telephonic Appearance" and the email should contain:

1. Appearing counsel's full name, phone number, client's full name, and client's relationship to the case (i.e. debtor, movant, secured creditor, plaintiff, etc.). If a

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- party is not represented by counsel, include your full name, phone number, and relationship to the case.
2. Hearing date, time, and calendar number (which can be found on the tentative ruling/posted calendar on the court's website).
  3. Debtor's name and case number and, if applicable, adversary case name and number.

The email should be sent from an email address that is monitored because the court may have questions or directions regarding the appearance.

The court **will not** confirm the registration by email or telephone. Counsel's name and telephone number will instead be listed on the tentative ruling page, which will be updated periodically. The date and time of the most recent update can be found in the lower left-hand corner of the tentative ruling page. Please only contact the court regarding a registration if it is not listed on the tentative ruling page that has been updated *after* the deadline to register. Do not contact the court if your registration is sent in after the deadline. Late registrations may or may not be accommodated, but contacting the court only delays and hinders the ability to do so.

### **III. PROCEDURE FOR TELEPHONIC APPEARANCE**

Join the hearing **15 minutes before** the hearing time. Failure to call in 15 minutes before the hearing adversely impacts the DECRO (court recording operator) in conducting roll call, resolving any technical difficulties, and starting the hearing on time.

Procedure for joining the call effective **February 1, 2024**:

- Call the toll-free Zoom audio line at (833) 568-8864.
- Enter the meeting ID: 160 741 6352 followed by #.
- Press # again to bypass entry of the participant ID.
- Enter the passcode: 022024 followed by #.
- After roll call is completed and the DECRO connects the call to the courtroom, keep your phone on mute until your hearing matter is called by Judge Yun.

**NOTE** –Zoom audio access will only be available by calling the telephone number and no video appearances will be possible. Parties must use an actual telephone to connect to the call. **DO NOT** use a computer or application as this has caused disturbances in prior hearings and may result in disruption of the call for the court and other participants.

It is the individual's responsibility to dial into the call prior to the scheduled hearing. The court **does not** place a call to those appearing.

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment. Participants should be able to hear all parties without difficulty, echo, or

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other interference. **Do not use the “speaker phone” function because this reduces the volume of the speaker and increases background noise, which often results in an inability to hear the appearance.** To ensure the quality of the record, the use of cellular phones is discouraged. If an individual's cellular phone is causing any interference, the court may ask that individual to disconnect from the hearing and the individual will be deemed to have waived his or her appearance in the matter. Similarly, if a cellular phone disconnects during a hearing, the party appearing by cellular phone will be deemed to have waived his or her appearance.

After you have placed your call you will be able to hear the matters before yours just as if you were in the courtroom. Judge Yun will call the case, request appearances, and direct the manner in which the hearing proceeds. Generally, appearances in the courtroom will be taken first. Please wait for the courtroom appearances to be completed before speaking or making your own appearance. Each time you speak, you should identify yourself for the record. The court's teleconferencing system allows more than one speaker to be heard so that the judge can interrupt a speaker to ask a question or redirect the discussion. When the judge informs the participants that the hearing is completed, you may disconnect and the next case will be called.

#### **IV. COMPLIANCE**

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the court determines that an individual's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from calendar, continuing the hearing, proceeding in the absence of an unavailable participant, monetary sanctions, or a permanent prohibition against an individual appearing telephonically.