

PROCEDURES AND GUIDELINES  
GOVERNING VIDEO  
AND TELEPHONIC APPEARANCES VIA ZOOM

*Revised February 2024*

In the U.S. Bankruptcy Court for the Eastern District of California, judges may conduct court proceedings remotely by videoconference using the Zoom for Government platform. Parties in interest may appear by phone or video for law and motion or status conference proceedings free of charge. In most instances, members of the public and the media may listen in via live audio stream for law and motion or status conference proceedings.

Each judge in this district may have different guidelines for evidentiary hearings/trials, which may be the subject of a separate court order. Members of the public and the media may not listen in via live audio stream to evidentiary hearings or trials, though they may attend these matters in person.

To appear remotely for law and motion or status conference proceedings you must comply with the following guidelines and procedures:

1. Before appearing, review the pre-hearing dispositions at: <https://www.caeb.uscourts.gov/Calendar/PreHearingDispositions>.
2. You are required to sign up for remote appearances no later than 4:00 p.m. the day before the hearing and provide the matter number, your full name, or, if applicable, whom you represent, and the phone number that will be used during the hearing. After signing up for a remote appearance, you will receive a confirmation email. You will also receive instructions regarding how to join the hearing or listen to the matter remotely after 4:30 p.m., one business day before the hearing.
3. Join the ZoomGov hearing at least 10 minutes prior to the scheduled hearing time to ensure that your equipment works and that you can connect to Zoom.
4. You must be aware that, although conducted remotely, video hearings are official court proceedings, and you should act accordingly.
  - a. Proper dress and decorum for court proceedings are required.
  - b. Virtual backgrounds are permitted to safeguard privacy. If using a virtual background, please avoid backgrounds that are offensive or distracting.
5. Zoom Chat is disabled and is not permitted during court proceedings. If there are any questions, please contact the Courtroom Deputy at [\(ADD Virtual Email or regular email\)](#). Please

be advised that courtroom deputies may not be available during court proceedings and will respond at their earliest convenience.

6. When appearing for a matter, cameras should be turned on.
7. Listening-only participants must have their cameras turned off, remain mute, and type "Listen Only" at the beginning of their ZoomGov display names.
8. Do not speak until called on by the judge, so parties are not talking simultaneously.
9. State your name when first speaking and after someone else has spoken. If you are an attorney, state whom you represent. The court is recording all hearings. If a transcript is requested, it may be easier for the transcriber to know who is speaking if the speaker is identified. Do not present any argument until asked to do so.
  - a. When presenting an argument, please pause from time to time so that the judge can ask questions and/or permit parties to object.
  - b. If the judge does not see that you want to speak or forgets to call on you, please say so when other parties have finished speaking. Please do not send a "chat" message because it is unavailable.
10. [Click here](#) for Zoom Video and Zoom Phone appearances tips.