

**United States Bankruptcy Court
District of Montana
Policy for Remote Appearance at a Bankruptcy Hearing or Trial
08/10/2015**

- A. The 72 hour scheduling rule be strictly enforced. All video appearances must be negotiated, tested, and scheduled at least 72 business hours prior to the hearings without exception. That means the request, successful video test, and addition to the schedule must be completed 72 business hours prior to the hearing.
 - 01. Enforcement of the 72 hour rule is especially important when there are multiple hearing dates scheduled in one week or in succession. The Clerk's Office has fewer scheduling and testing resources that are further exacerbated on hearing days.
- B. All hearing matters will be limited to four simultaneous video connections and four simultaneous telephonic connections. The court reserves the right to deny any and/or all audio and video requests for remote appearance.
 - 01. Butte counts as one of the four video connection for all hearing matters for the purposes of Recording and the appearance of the Law Clerk and the courtroom staff.
 - 02. Missoula counts as one of the four video connections for Missoula Hearings or whenever the Judge appears at a Billings, Butte, or Great Falls hearing from Missoula.
 - 03. Billings or Great Falls count as one of the four connection locations for their respective hearings dates.
- C. Non-MTB Staff and Non-Chambers personnel not appearing at the hearing location may not appear using court equipment. All non-court personnel wishing to appear from a location other than the hearing location must arrange and schedule video equipment from private or commercial resources. This provision reduces the amount of District Court and Bankruptcy Clerk's Office staff resources required for scheduling, testing, and hearing day setup and support.
 - 01. For example during Billings Hearings: US Trustees, trustees, debtors, attorneys, creditors, and parties in interest may appear from Billings on Court equipment. All other parties not appearing from the Billings Courthouse would have to arrange appearances from non-court owned equipment.
 - a. Alphabetical Listing of frequently used Montana Video Conference Providers:
 - 01. Fischer Court Reporting
 - A. Website: www.fishervideoconferencing.com
 - 02. Video Conference of Montana
 - A. Website: www.vc-mt.com
 - 03. VisionNet
 - A. Website: www.vision.net
- D. All video requests must use the following protocol (reduces scheduling and testing resources required by District Court and Bankruptcy Clerks' Office personnel):
 - 01. Request permission to pursue remote conference appearance from Patti Mahoney (406)497-1244 or patti_mahoney@mtb.uscourts.gov.
 - a. For typical hearing request Patti or her backup will grant or deny the request to pursue a remote conference appearance on a first come, first serve availability basis.
 - b. Patti, or her backup, grants or denies party permission to pursue remote appearance based on availability. Those permissions may only be superseded by an email from the Clerk of Court or the Judge.

02. Parties appearing from an untested video location must conduct a successful video conference test at least 72 hours prior to hearings between 8:30 AM and 4:00 PM Mountain Time.
 - a. Clerk's Office contacts for video conference testing are:
 01. Patti Mahoney
 - A. Phone: (406)497-1244
 - B. Email: patti_mahoney@mtb.uscourts.gov
 02. Allison Butler
 - A. Phone: (406)497-1253
 - B. Email: allison_butler@mtd.uscourts.gov
03. Normally, the court will dial out to the remote locations. If you have been given permission to call into the court, contact Patti or Allison for the ISDN, IP, or SIP dial in number and the conference number.
04. Parties will be granted permission to appear remotely depending upon availability, order of receipt of request for remote appearance for and, if necessary, a successful live communications test with the court.
05. All parties must clearly identify themselves when initially addressing the court for each hearing matter. This provision will assist Electronic Courtroom Recording Officer in creating a complete hearing record.