

**United States Bankruptcy Court  
District of Montana  
Procedure for Remote Appearance at a Bankruptcy Hearing or Trial  
09/22/2014**

01. Procedure for completing a Request for Remote Appearance at a Montana Bankruptcy Court Hearing. These instructions ***do not*** apply to the monthly telephonic hearings that are held by the Bankruptcy Court.
  - A. All requesters must make their own arrangements to test and appear via self owned or third party telephonic and/or video equipment. The Court will no longer schedule remote appearances via court owned equipment.
    01. Alphabetical Listing of frequently used Montana Video Conference Providers:
      - a. Fischer Court Reporting at [www.fishervideoconferencing.com](http://www.fishervideoconferencing.com)
      - b. Video Conference of Montana at [www.vc-mt.com](http://www.vc-mt.com)
      - c. VisionNet at [www.vision.net](http://www.vision.net)
  - B. Check the Hearing Date and Time on your Order, Notice of Hearing, or the MTB web site.
  - C. Obtain verbal or email permission to pursue a request for remote appearance by contacting:
    01. Patti Mahoney by phone at 406-497-1244 or by email at [patti\\_mahoney@mtb.uscourts.gov](mailto:patti_mahoney@mtb.uscourts.gov).
    02. Mary Palmer by phone at 406-497-1246 or by email at [mary\\_palmer@mtb.uscourts.gov](mailto:mary_palmer@mtb.uscourts.gov).
  - D. If Patti or Mary determine there is space available for you to appear via video
    01. NOTE: There may be more pending remote appearance requests than there are spaces available on the conference bridge. Requests for remote appearance will be issued in order of the correctly completed emailed request for remote appearance form(s).
    02. Locate the **Remote Appearance** web page listed under **Court Links** in the left hand pane of the homepage on the [www.mtb.uscourts.gov](http://www.mtb.uscourts.gov) website.
    03. Download the Remote Appearance Form (PDF)
    04. Fill out the Request For Remote Appearance Form
    05. All Request For Remote Appearance Forms must be emailed to [pal@mtb.uscourts.gov](mailto:pal@mtb.uscourts.gov) and [allison\\_Butler@mtd.uscourts.gov](mailto:allison_Butler@mtd.uscourts.gov) at least 72 business hours prior to the hearing. The email message must comply with the following format:
      - a. **Subject Line:** Request for Remote Appearance on <Hearing Date> in <Hearing Location>
        01. Example: Subject line of email: Request for Remote Appearance on 11/04/2014
      - b. **Body of email:** Nothing required.
      - c. **Attachment:** the correctly, completed form downloaded in Step 01.D.02.  
Questions A - K must be completed for Request for Remote Appearance via Telephone  
Questions A - S must be completed for Request for Remote Appearance via Video
01. Once the request has been completely filled out the requestor would email the form to [pal@mtb.uscourts.gov](mailto:pal@mtb.uscourts.gov) and [allison\\_butler@mtd.uscourts.gov](mailto:allison_butler@mtd.uscourts.gov)

- A. Conditions for Acceptance of Remote Appearance Request:
    - 01. There are audio/video slots available for the matters requested.
    - 02. The Remote Appearance Request Form has been completely and correctly filled out
      - a. Make no assumptions about a Remote Appearance Request. You will only be approved (or denied based) to appear based on the case(s) and docket number(s) you specify in the video request file.
    - 03. If necessary, a successful test has been completed
  - B. Denial of Remote Appearance Request:
    - 01. There is no available conference space in the hearing matter.
      - a. Verbal or email permission to appear via video ***does not*** guarantee a remote appearance. There may be more than entity vying for any given spot. Each remote appearance slot will be granted to the first requestor whose email contains a correctly completed remote appearance request
    - 02. Remote Appearance Request Form is incomplete
    - 03. Video test is unsuccessful
06. Each location (telephonic and/or video) requires a separate request.
- a. For example: A Helena, MT attorney wishes to appear via video and will be calling a video witness from Kalispell, MT for a hearing set in Billings, MT.
    - 01. The attorney must send two email requests
      - A. One request for his/her own appearance from Helena
        - 01. All information must be provided for consideration
      - B. Second request for the witness appearing from Kalispell
        - 01. All information must be provided for consideration
07. Remote **Video** Appearance Requests will be considered on a first come first serve basis as determined by the order of receipt of the emails containing a correctly completed request for remote appearance form. Note the court normally only offers one or two remote participants per hearing matter at any given venue.
- a. Remote Video Appearance Capacity Per Calendar Matter by Court Hearing Location:
    - 01. Billings - One Remote Video Appearance Per Matter
    - 02. Butte - Two Remote Video Appearances Per Matter
    - 03. Great Falls - One Remote Video Appearance Per Matter
    - 04. Missoula - Two Remote Video Appearances Per Matter
  - b. The Court reserves the right to deny any and/or all video appearances.
08. Remote **Telephonic** Appearance Requests will be considered on a first come first serve basis as determined by the order of receipt of the emails containing the correctly completed request for remote appearance form.
- a. Telephonic requests are for listening purposes only and are limited to four sites for any given matter on a video hearing calendar.
  - b. The Court reserves the right to deny any and/or all telephonic appearances.
09. Approval of a Remote Appearance Request
- a. If there is room on the bridge and/or the Court is otherwise willing to continue the process, the original requestor email will be replied to with the following data:
    - 01. Email subject line: Re: Request for Remote Appearance on <hearing date>
    - 02. Email body:
      - A. Your Request for Remote Appearance via Telephone/Video has been approved.
      - B. (if applicable) Your Request for Remote Appearance via Telephone/Video is pending and will only be approved upon a successful video test with the court. Please schedule a test with Patti (406)497-1244 or Allison (406)497-1253 at your earliest convenience. Failure to conduct a successful test within 72 business hours of the scheduled hearing will result in denial of the request for remote appearance.

10. Repeated late cancellations or not appearing for approved remote appearances may be cause for suspending or revoking remote appearance privileges.
  - a. Late cancellations or not showing up for a remote appearance takes away the opportunity for someone else to appear remotely.
- E. All video test outcomes will be logged to reduce the amount of correspondence and testing:
  01. Video Test Outcomes: Success; Hearing Vacated; Appearance Cancelled; Failed to Test; Test Failed
- F. Remote Appearances may be followed up with a satisfaction survey.