

**United States Bankruptcy Court  
District of Montana  
Procedure for Remote Appearance at a Bankruptcy Hearing or Trial  
01/2018**

*These instructions do not apply to the monthly telephonic hearings that are held by the Bankruptcy Court. These instructions are for the video conferencing hearings or trials.*

- All requestors must make their own arrangements to test and appear via self-owned or third-party video equipment. The court will no longer schedule remote appearances via court owned equipment.
- Check the Hearing Date and Time on your Order, Notice of Hearing, or the [Montana Bankruptcy Court website](#).
- Download and fill out the Request Remote Appearance Form and email it to [mtb\\_video@mtb.uscourts.gov](mailto:mtb_video@mtb.uscourts.gov) and to [allison\\_butler@mtd.uscourts.gov](mailto:allison_butler@mtd.uscourts.gov) with the email subject line: **Request for Remote Appearance on MM/DD/YY at (hearing city).**

Each location requires a separate request for appearing by video. For example, if an attorney from Helena, MT wishes to appear via video and will be calling a video witness from Kalispell, MT for a hearing set in Billings, MT. The attorney must send in two email request forms. One for his/her own appearance from Helena and a second for their witness appearing from Kalispell.

When a remote video appearance request is approved, the completed video appearance form will be returned to all parties included in the original email. Requests will be approved after successful video testing with the court. Please schedule a test with Allison (406) 497-1253 or Patti at (406) 497-1244. Failure to conduct a test before the scheduled hearing will result in a denial of connectivity to the video call.

Normally, the court will dial out to the remote locations. If you have been given permission to dial into the court, contact Allison or Patti for the ip address and dial in conference number.

Repeated late cancellations or not appearing for approved remote appearances may be cause for suspending or revoking remote appearance privileges.