

**PROCEDURE FOR TELEPHONIC APPEARANCE BEFORE
UNITED STATES BANKRUPTCY JUDGE MARY ELISABETH NAUMANN**

EFFECTIVE October 16, 2026

Counsel may be permitted to appear at non-evidentiary hearings telephonically only if they file a motion to so appear, stating the reason for their request, no later than 4:00 p.m. EST/EDT two business days before the hearing. Counsel must appear in person if testimony is to be presented by any party.

Notwithstanding the two-day requirement, in emergency situations, counsel may still request to appear telephonically. Said motion should set forth the circumstances giving rise to the emergency. Counsel should also (i) call and (ii) email the courtroom deputy to inform them of the filing of the motion.

Pro se parties are not permitted to appear telephonically at any hearing except those specifically set by the Court.

With respect to permitted telephonic hearing attendance:

- Counsel must inform their clients that they will be appearing telephonically, and absent an emergency, counsel must be present in the courtroom with clients who are attending hearings in person.
- The Court does not allow telephonic appearances from automobiles or non-fixed locations.
- The party that appears by phone bears the risk of a failure of technology, whether hardware, software or even human error.
- If a telephonic appearance is allowed for a case and hearing date, said allowance shall not apply to future hearings in this or any related matter.
- Pursuant to Local Rule 5072-1, the Court strictly prohibits recording or broadcasting any proceedings of the United States Bankruptcy Court.

If permission is obtained for a telephonic appearance through the procedures described above, the following protocols must be followed:

- At least 10 minutes before the time of the hearing, counsel must dial the teleconferencing number and enter the conference ID number.
- Counsel must place the phone on mute but shall not place the call on hold.
- Counsel must wait until his/her case is called or announcements are accepted by the Court before speaking.
- Each time counsel speaks, he/she should identify him/herself for the record.
- Participants must minimize all background noise and shall silence any devices that may make noise (e.g., telephones, cell phones, messaging and email alerts).

Any person accessing the hearing telephonically without following the required procedures set forth above may be subject to sanction by the Court.