UNITED STATES BANKRUPTCY COURT

[DISTIRCT]

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In re: :

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[Debtor] :

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Debtor. :

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**NOTICE REGARDING TELEPHONIC APPEARANCES**

**PLEASE TAKE NOTICE THAT:**

1. Effective [date], as a means to increase efficiencies and improve the quality of telephonic court appearances, any party who seeks to appear telephonically shall be required to use the services of CourtSolutions LLC (“**CourtSolutions**”) in the above-captioned case.
2. CourtSolutions is a service only and does not set or schedule hearings for the Court. All calendaring requests must be coordinated with Chambers.
3. All persons who elect to participate by telephone in a scheduled hearing must arrange their appearance by visiting the CourtSolutions website at [www.Court-Solutions.com](http://www.Court-Solutions.com) (the “**Website**”). Participants will be required to create an account and schedule appearances for hearings already scheduled by the Court through the Website.
4. On the Website, a person may submit a request to appear telephonically at a scheduled hearing. Through the CourtSolutions system, the Court will approve or deny each request. All requests must be submitted through the Website, and calls should not be placed to Chambers with such requests.
5. If the Court approves your request, you will receive an email from CourtSolutions with your approval and the dial in information.
6. You should dial in for the hearing no less than 5 minutes prior to your scheduled appearance time.
7. As part of its service, CourtSolutions offers all participants for the hearing with access to the Hearing Dashboard through the Website, which provides a visual representation of the participants on the call, real-time information about who is speaking, the ability to “raise your hand” to be recognized by the Court and means for the Court to control the conduct of the hearing.
8. The use of cellular phones, speakerphones or phones in public places is prohibited.
9. CourtSolutions is an independent service provider. By using CourtSolutions’ services, users are entering into a service agreement with CourtSolutions pursuant to the terms and conditions set forth on the Website and shall be solely responsible for any costs or other expenses incurred for those services provided. Under no circumstance shall the Court bear any costs for any telephonic appearance of any party or attorney.
10. The Court reserves the right, at any time, in its sole discretion to (a) reject any telephonic appearance as may be necessary for the administration of justice, (b) halt any telephonic appearance in progress on any matter and order the attorneys to personally appear at a later date and time, in which case no refund for use of CourtSolutions services shall be required, and (c) suspend any person’s ability to appear telephonically using CourtSolutions’ services bar any telephonic appearance in any given case.

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UNITED STATES BANKRUPTCY JUDGE