

**UNITED STATES BANKRUPTCY COURT
DISTRICT OF MAINE**

Administrative Procedures for Telephonic Participation

I. Telephonic Participation

Telephonic appearances are permitted except by a person or entity who:

- has been directed by the court to appear in the courtroom;
- has been subpoenaed to appear and give testimony at a hearing or trial;
- intends to introduce evidence during a hearing or trial; and/or
- intends to participate in the examination of a witness during hearing or trial.

II. Scheduling and Fees

Telephone appearances may be arranged by calling CourtCall at **(866) 582-6878** or by visiting www.courtcall.com. The initial charge per participant for a CourtCall appearance is \$30.00 for the first 45 minutes plus \$7.00 for every additional fifteen-minute increment. You will be charged for the entire time you are on CourtCall, not just the time spent on the matter in which you are appearing.

III. Procedure for Telephonic Appearance

CourtCall will provide you with a number you must dial not later than 10 minutes prior to the scheduled hearing. **CourtCall does not place a call to participants.** If you do not timely call and connect with CourtCall, the hearing may proceed in your absence.

After placing the call, you will be in listening mode until your case is called, at which time your call will be connected to the courtroom. The judge will call the case, request appearances, and direct the manner in which the hearing proceeds. You should identify yourself each time you speak. You may disconnect after your hearing concludes. If you have multiple hearings on the same calendar, stay on the line until your other matter(s) are called unless instructed otherwise by the court.

IV. Telephonic Appearance Privileges

The court views the opportunity to appear telephonically as a privilege offered for the convenience of the parties. That privilege may be revoked in the event poor call quality interferes with the audio recording of the hearing or otherwise frustrates the orderly conduct of proceedings.

To ensure optimal call quality, you are discouraged from using cellular phones, speaker phones, and phones in public places for telephonic participation in court proceedings.