

**CALL-IN NUMBER AND TELEPHONIC HEARING INSTRUCTIONS
FOR UNITED STATES BANKRUPTCY JUDGE JENNIFER HENDERSON**

TELEPHONIC HEARINGS

For *telephonic* hearings, status conferences, scheduling conferences, and pretrial conferences (each, a "Telephonic Hearing") scheduled before Judge Jennifer H. Henderson, the call-in number is **1-877-336-1280**. When prompted, enter the access code **5236070#**. There is no security code, and please do not select any other feature.

Unless otherwise ordered, parties are not allowed to call or examine witnesses at Telephonic Hearings over which Judge Henderson is presiding.

Any affidavits, declarations, amended schedules, stipulations, etc. that a party would like the court to consider at a Telephonic Hearing should be filed of record in the subject case or adversary proceeding sufficiently in advance of the Telephonic Hearing and served on any opposing part(ies). If a further evidentiary hearing will be needed following a Telephonic Hearing (an "Evidentiary Hearing"), the court will specially set the Evidentiary Hearing. Evidentiary Hearings will be scheduled for a date and time when in-person appearances can be accommodated unless the Evidentiary Hearing can proceed via video teleconference or other remote means.

IN-PERSON HEARINGS

For in-person hearings and proceedings, parties must contact the courtroom deputy to make arrangements to appear by phone. (A party need not contact the courtroom deputy to appear by phone for a Telephonic Hearing.)

Parties that elect to appear by phone for in-person hearings and proceedings are not permitted to call witnesses or to cross-examine witnesses testifying in-person.

PHONE ETIQUETTE GUIDELINES

To avoid problems and unnecessary delay, the following phone etiquette guidelines shall apply to all telephonic appearances:

- once connected, mute your phone until your case is called;
- after your hearing is completed, hang up to end your call;
- limit all background noise when your case or proceeding is called;
- do not use a "speaker" function unless two or more persons are appearing on the same line;
- do not use earpieces;
- do not place the call on hold (as this may cause music or other noises to play during the hearings of other participants); and
- if possible, call from a landline (not a cell phone).