

TEXT ENTRY – REQUEST FOR REMOTE APPEARANCE

Description: This process shows the steps required for CM/ECF users to file a “**Request to Appear Remotely**” event, which allows parties to request to attend a hearing either by video conference or telephone.

This request will appear as a text entry on the docket and upon filing will notify the Courtroom Deputy and Chambers for review.

STEP 1 – Click on the **Bankruptcy** hyperlink on the CM/ECF Main Menu Bar.

STEP 2 – The BANKRUPTCY EVENTS screen displays.

- Select the **Motions/Applications** hyperlink.
- For further information on each of these categories, click the **Help** button located on the CM/ECF menu bar.

STEP 3 – The CASE NUMBER screen displays.

- Enter the case number for the appropriate case.
- Click the **[Next]** button.

STEP 4 – The AVAILABLE EVENTS screen displays.

- Scroll to select **Request to Appear Remotely (text only)** from the events list or start typing “request” in the text box to find the event.
- Once the event is selected, click the **[Next]** button.

STEP 5 – The ATTORNEY screen appears.

- Click in the box to associate filing attorney with the filing party.
- Click the **[Next]** button
- Select any additional attorneys if applicable.
- Click the **[Next]** button.

STEP 6 – The SELECT PARTY screen displays.

- Select the party that the filing attorney is representing from the list.
- If the correct party does not appear in the drop-down box, click **Add/Create New Party** and complete the information
- Click the **[Next]** button.
- Click the **[Next]** button.

STEP 7 – The DATE FILED screen displays.

- The date of filing the request automatically populates. This should not be altered to back-date requests.
- Click the **[Next]** button.

STEP 8 – The DESIRED APPEARANCE screen displays.

- Click the radio button indicating which type of remote appearance is requested.
- Click the **[Next]** button.

STEP 9 – The NOTICE screen displays.

- Review the listed requirements and certifications.
- Click the radio button if all requirements have been met.
- Click the **[Next]** button.

STEP 10 – The SELECT PARTY screen displays.

- Check the box(es) indicating who is requesting to appear remotely.
- Click the **[Next]** button.

STEP 11 – The ENTRY screen displays.

- Depending on which type of party is requesting a remote appearance, please answer the prompt displayed.
- If attorney, enter the name of the party(ies) you represent.
- If client, enter the name of the client(s) appearing remotely.
- If other, enter the name of the other party to appear remotely.
- Click the **[Next]** button.

STEP 12 – The REASON screen displays.

- Enter reason for the remote appearance request.
- Click the **[Next]** button

STEP 13 – The ROLE FOR APPEARANCE screen displays.

- Check the box(es) indicating role of party requesting remote appearance.
- Click the **[Next]** button.

*If other type of appearance is checked, please enter the anticipated role for appearance on the next screen.

STEP 14 – The HEARING INFORMATION screen displays.

- Enter date of hearing to appear remotely.
- Enter hearing slot number if known.
- Click the **[Next]** button.

STEP 15 – The RELATED PLEADINGS screen displays.

- Select BOTH the MOTION and the HEARING NOTICE on the following screen. Note: The Motion and Hearing Notice may be filed separately or as a single document under the Motion.
- Click the **[Next]** button.
- Scroll to select the related pleading for which your event(s) relates.
- Click the **[Next]** button.

STEP 16 – The MODIFYING DOCKET TEXT and FINAL DOCKET TEXT screen appears.

- This is the last opportunity to verify the accuracy of the information. Submission of this screen is final.
- If the final docket text is incorrect, click the browser **[Back]** button to find the screen needed to modify.

NOTE: If the **[Back]** button is used and case information is altered, you must use the **[Next]** button and resubmit for each screen or the changes will not take effect. In other words, do not use the **[Forward]** button on the browser if you alter information on a previous screen.

- To abort or restart the transmission, click the Bankruptcy hypertext link on the Menu Bar.
- Click the **[Next]** button if the docket text is correct.

Sample Docket Text: Final Text

Request to Appear Remotely by Telephone on 11/15/22 Hearing, Slot Number 3, re: Motion to Expedite Hearing filed by John Tester. The party(ies) requesting remote appearance are: Attorney: Creditor Smith. The reason for the request is: out of town during scheduled hearing. The party's anticipated role is: Present Argument. Parties are expected to appear in person unless an order granting the request is entered on the docket. Filed by Test10 Attorney on behalf of John Tester (related document(s)[5]). (Attorney, Test)

Attention!! Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue.