

Judge Colton's Hearing Procedures

These procedures only apply to hearings before Judge Colton

I. REMOTE ACCESS PROCEDURES

A. **Advance Registration Required.** To participate in a hearing remotely via Zoom (whether by video or by telephone), you must register in advance, no later than 3:00 p.m. one business day before the date of the hearing. For emergency hearings, you must register at least one hour before the hearing. Upon registration, Zoom will provide a password-protected link for the Zoom conference. Failure to timely register in accordance with this procedure may result in your being denied access to the hearing via Zoom.

B. **Registration Process.** To register **Click HERE** or manually enter the following web address into a browser:

<https://www.zoomgov.com/meeting/register/vJItcOGopjMpG2gRKyn-ipk6SXFbNivGTDA#/registration>

C. **Conduct During Hearing.** All participants must mute electronic devices and disable all audible alerts while on Zoom. Although conducted using remote conferencing technology, the hearing is a court proceeding, and the formalities of the courtroom must be observed at all times. Counsel and parties must dress appropriately, exercise civility, and otherwise conduct themselves in a manner consistent with the dignity of the Court. For hearings with multiple matters set at the same time, participants attending by video conference should keep their cameras off until their matter is called, at which time they should turn on their cameras for their particular hearing, and then turn them off again after their matter has concluded.

Persons participating remotely must:

- (i) test their equipment and internet connection prior to the hearing to ensure it is operating properly;
- (ii) ensure that the display name shown on Zoom is their full name;
- (iii) state their name each time they speak;
- (iv) speak audibly, clearly, and slowly; and
- (v) mute their microphone when not talking.

Failure to comply with these guidelines, including equipment or internet connection failures, may result in the Court disconnecting your line and continuing the hearing without you.

Please note that when appearing remotely, you are connected directly with the sound system in the courtroom and will be able to hear all activity before the Court just as if you were in the courtroom. As with appearances in person, you must wait for the courtroom deputy to call the case, at which point appearances will be permitted. The Court always takes appearances in the courtroom first and then by Zoom. It is your responsibility to listen for your case to be called. At the conclusion of your matter, you may disconnect from the Zoom meeting without requesting to be excused.

II. PROPOSED ORDERS SCHEDULING HYBRID HEARINGS

If you are directed to submit an order scheduling a "hybrid" hearing, please include all four paragraphs immediately below:

The Court shall conduct [INSERT HEARING INFORMATION] in this [CASE or ADVERSARY PROCEEDING] on [INSERT DATE AND TIME]. The hearing will take place in Courtroom 8A of the United States Bankruptcy Court, located at 801 North Florida Avenue, Tampa, Florida 33602.

Although the Court will conduct the hearing in person, any interested party may choose to attend the hearing remotely using the services of Zoom Video Communications, Inc. ("Zoom"), which permits remote participation by video or by telephone. To participate in the hearing remotely via Zoom (whether by video or by telephone), you must register in advance, no later than 3:00 p.m. one business day before the date of the hearing.

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<https://www.zoomgov.com/meeting/register/vJItcOGopjMpG2gRKyn-ipk6SXFbNivGTDA#/registration>

All participants, whether attending in person or remotely, must observe the formalities of the courtroom, exercise civility, and otherwise conduct themselves in a manner consistent with the dignity of the Court. This includes appropriate courtroom attire for those participants appearing in person or by video.