

Judge Geyer's Hearing Procedures

EFFECTIVE Tuesday, January 2, 2024, hearings before Judge Geyer will be held in accordance with these procedures.

I. All participants are expected to attend hearings in person.

A. The following exceptions apply to the in-person attendance requirement:

1. an order permits otherwise;
2. a person is only observing a hearing;
3. before the hearing, all interested parties reached a **clear agreement** resolving all objections to the matters set for hearing;
4. a motion for leave to attend remotely for good cause shown was filed no later than **two business days** before the hearing and the Court **granted** the motion;¹
5. the hearing is scheduled as an emergency or on an expedited basis;
or
6. the only matter scheduled for hearing is consideration of a reaffirmation agreement, in which circumstance counsel and the parties are permitted to appear remotely by Zoom.

B. The Office of the United States Trustee, any attorney for the United States Trustee, or Subchapter V Trustee **residing outside of the Orlando Division of the Middle District of Florida** may attend any **non-evidentiary hearing** remotely and make substantive argument without filing a motion requesting leave to do so.

C. In accordance with the **broadcast policy** of the Judicial Conference of the United States, effective September 22, 2023, no member of the press or the public may observe any hearing remotely by Zoom. However, members of the press or public are welcome to attend any hearing in person.

D. **Listen Only Appearances.** Parties, counsel, or counsel's staff who wish to observe hearings remotely may do so using Zoom audio by registering as specified in II.A. below. (Judge Geyer does not use Court Solutions or CourtCall.)

¹ Parties should email Danielle_Howie@flmb.uscourts.gov and Alison_Hale@flmb.uscourts.gov with a copy of the filed motion to facilitate the Court's prompt review.

II. Remote Access Procedures.

A. **Advance Registration Required.** To participate in a hearing remotely via Zoom, advance registration is required. For non-emergency hearings, you must register by **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 being denied access to the hearing via Zoom.

B. Registration Process.

1. To register for a remote appearance via Zoom, click [here](#), or manually enter the following web address into a browser:

<https://www.zoomgov.com/meeting/register/vJlscOCurjgiHQ0GwJfCq2KLa-bMTntrxmo#/registration>

2. Complete all required information on the registration page. If you have more than one matter set for hearing at the same date and time, you need only register once for that date, but you must provide all relevant case numbers, case names and client names in the registration process.

C. **Recording Prohibited, Official Record.** No person may record the proceedings from any location by any means. The audio recording created and maintained by the Court will be the sole basis for creation of a transcript that constitutes the official record of the hearing.

D. **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 always be observed. 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, and then turn them off again after their matter has concluded.

Remote participants must:

1. test their equipment and internet connection prior to the hearing to ensure it is operating properly;
2. ensure their full names are displayed on Zoom;
3. state their names each time they speak;
4. speak audibly, clearly, and slowly; and
5. mute their microphones when not speaking.

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, participants are connected directly with the sound system in the courtroom and will be able to hear all activity before the Court just as if they are in the courtroom. As with appearances in person, remote participants must wait for the courtroom deputy to call the case, at which point the Court will take appearances. The Court takes appearances in the courtroom first and then by Zoom. It is the participants' responsibility to listen for their cases to be called. At the conclusion of the participants' matter, the participants may disconnect from the Zoom meeting without requesting to be excused.