

**United States Bankruptcy Court  
Middle District of Florida**

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*Policies and Procedures on Telephonic Appearances*

**Telephonic hearings are considered a privilege,  
not a right, and are subject to the discretion of the assigned Judge.**

**No prior approval by the Court is needed for  
telephonic appearances conducted in compliance with these policies and procedures  
(except to the extent directed in paragraphs 1.c. and 2.d.ii., below).**

**Counsel assumes the risk of the prejudice that may result from not being present in person.**

1. General Conditions and Limitations on Telephonic Appearances:

- a. Counsel resident in a Division of the Middle District generally must appear in person at all hearings and trials in that Division.
- b. Participation of counsel appearing by telephone is limited to a short statement in support of or in opposition to the relief requested unless permitted otherwise by the Judge.
- c. With permission from Chamber's Staff ([Chambers Contact Information](#)): (1) individual parties with no lawyer may attend hearings by telephone, and (2) parties represented by counsel may attend hearings by telephone on a "listen only" basis.
- d. Telephonic appearances are **NOT** allowed (i) in trials in any division, or (ii) in Chapter 13 hearings in the Orlando Division.
- e. Telephonic appearances **are** allowed in non-evidentiary, preliminary, or pretrial hearings without prior approval of the Court.
- f. The Court may mute or disconnect the call and conduct the hearing without participation of counsel appearing telephonically in the event of equipment failure or audible background noise.

2. General Procedures:

- a. To ensure the quality of the record, the use of speakerphones is prohibited and the use of cell phones is discouraged. Counsel should cover the telephone handset or use the mute option to minimize background noise.
- b. Those appearing telephonically shall pause from time to time while speaking to facilitate future transcription of the hearing and to allow for inquiry or comments by the Judge.
- c. Counsel shall identify themselves for the record each time they speak.
- d. Telephonic appearance before Chief Judge Williamson and Judge Colton is through CourtSolutions LLC.
  - i. All persons who wish to listen to or participate in a scheduled hearing telephonically must register for a CourtSolutions account by visiting the CourtSolutions website at [www.Court-Solutions.com](http://www.Court-Solutions.com).
  - ii. For administrative purposes, registered participants must submit a request to appear telephonically at a scheduled hearing not later than 5 p.m., EST, on the business day prior to the hearing date through their CourtSolutions account. Clerk's office staff will routinely approve requests for telephonic appearances conducted in compliance with these policies and procedures.
  - iii. CourtSolutions will provide counsel with written confirmation of a telephonic appearance and give counsel a number to call to make that appearance.
  - iv. Counsel is responsible for dialing into the call by the time of the scheduled hearing. CourtSolutions does not place calls to counsel.

- v. Please direct questions regarding charges and payment arrangements to CourtSolutions.
  - vi. Click [HERE](#) to leave feedback regarding your experience with CourtSolutions.
- e. Telephonic appearance before Judges Funk, Jennemann, Glenn, May, McEwen, Delano, Jackson and Briskman is through CourtCall.
- i. Telephonic appearances must be arranged by contacting CourtCall at 866-582-6878 not later than 5 p.m., EST, on the business day prior to the hearing date.
  - ii. CourtCall will provide counsel with written confirmation of a telephonic appearance and give counsel a number to call to make that appearance.
  - iii. Counsel is responsible for dialing into the call by the time of the scheduled hearing. CourtCall does not place calls to counsel.
  - iv. Please direct questions regarding charges and payment arrangements directly to CourtCall.
  - v. Click [HERE](#) to leave feedback regarding your experience with CourtCall.