

Chapter 13 Docket Call WebEx Hearing Instructions

All court hearings in Chapter 13 cases are conducted using WebEx unless you must be personally present in the courtroom.

For hearings with Judge Mark Mullin, go to <https://us-courts.webex.com/meet/mullin>

For hearings with Judge Lee Morris, go to <https://us-courts.webex.com/meet/morris>

If you are testifying as a witness, you must use the video function. The judge must be able to see you and hear you.

Anyone who will not testify and who wishes to attend the hearing by telephone may dial in:

For Judge Mullin, the Dial-In number is 1.650.479.3207 and the Meeting ID is 2310 650 8783.

For Judge Morris, the Dial-In number is 1.650.479.3207 and the Meeting ID is 2309 445 3213.

DO NOT USE THE DIAL-IN OPTION IF YOU WILL BE TESTIFYING. YOU MUST USE THE WEBEX VIDEO OPTION ABOVE.

Docket call begins at 8:30 a.m. on the day listed on the Notice of Hearing(s) you received. Hearings will begin immediately following docket call when the Judge comes into the courtroom.

REMINDERS

1. You should join the WebEx hearing 10 minutes prior to the hearing time. You may join by cell phone, tablet, laptop, or desktop computer. You may also use a landline telephone if you are appearing telephonically only.
2. **ALL WITNESSES MUST USE VIDEO FUNCTION.** Attorneys or debtors representing themselves who anticipate giving extensive legal argument are also encouraged to use the video function.
3. Practice using the technology **BEFORE** the hearing.
4. If a matter is not resolved prior to the hearing date, attorneys and debtors who represent themselves must join the WebEx meeting by the time the docket call begins.
5. Participants must mute and unmute themselves to save time. Please remember to do this. Use the mute function when you are not actually speaking so that you do not disturb docket call or other people. Remember to unmute yourself prior to speaking.
6. State your name for the record at the beginning of your hearing. Speak slowly and clearly at all times.

7. Use headphones, if possible, especially if you are using a desktop PC with external speakers.
8. Use the “speaker” view so that you can clearly see the person speaking during the hearing. This helps prevent talking over other speakers. Hover in the upper right corner of your display and click on the second button from the right. Select Active Speaker Video View or Active Speaker and Thumbnail Video View (your preference). If you select the Grid View, all speakers will appear as thumbnails, and you will not be able to clearly see the speaker’s face.
9. The attorney and any witnesses should use separate cameras and microphones. You may be in the same physical location, but the camera and microphone should be different.
10. Use the “share” button to share a screen or document, like an exhibit, with other participants. There are two ways to “Share”. Either use the third button from the left at the bottom of the screen OR select the “Share” tab at the top of the screen and select “Share Content.”
11. The attorney calling a witness is responsible for providing the witness with the information necessary to enter the WebEx hearing and for ensuring that any witness knows how to conduct themselves during the hearing.
12. If you are sharing exhibits for admission by the Court, please practice using the share function prior to the hearing date to ensure that hearings are be conducted as efficiently as possible. Additionally, a Witness and Exhibit List with all exhibits attached, other than rebuttal evidence, should be filed on ECF in advance of the hearing date.
13. If you are representing yourself, you are responsible for following all of these procedures regarding WebEx hearings including any procedures related to witnesses or exhibits.

FOR MORE INFORMATION, GO TO THE COURT’S WEBSITE AT WWW.TXNB.USCOURT.GOV. SELECT THE “JUDGES” TAB AT THE TOP OF THE SCREEN. SELECT YOUR JUDGE FROM THE DROP DOWN (EITHER JUDGE MULLIN OR JUDGE MORRIS). IN THE LEFT COLUMN, SELECT “HEARING DATES AND CALENDAR” AND THEN SELECT “WEBEX HEARING INSTRUCTIONS”.