

NOTICE REGARDING COURT HEARINGS CONDUCTED REMOTELY IN THE WESTERN DIVISION

Until further notice, all of Judge Lynch's court proceedings will be conducted remotely using the Zoom for Government platform (zoomgov.com). See [Sixth Amended General Order No. 20-03](#) and [Second Amended General Order No. 20-05](#).

Judge Lynch's personalized [Notice of Motion](#) form must be used for all motions.

The Zoom for Government platform allows for appearances by telephone only, or by video using a computer, smart phone or tablet with the Zoom Client installed and a stable internet connection. All participants in trials and evidentiary hearings must appear by video absent prior approval from the Court. The Court has no preference on how parties choose to appear for regular court calls.

To appear by telephone on Zoom:

1. Dial either 669-254-5252 or 646-828-7666
2. Enter the Meeting ID (**160 291 5226**) followed by the # sign
3. Enter # to skip Participant ID
4. Enter the Password (**852255**) followed by the # sign
5. Use *6 to mute/unmute during the call

To appear by video on Zoom:

1. Go to www.zoomgov.com and click the "Join a meeting" button
2. Enter the Meeting ID (**160 291 5226**) and click "Join"
3. Enter the Password (**852255**) and click "Join Meeting"

There is no fee to use Zoom for Government, and you do not need to have your own Zoom account. If you plan to appear by video and have never joined a Zoom meeting before, you may want to install the Zoom Client ahead of time, available at <https://www.zoomgov.com/download>. You can also join a test meeting at <https://www.zoomgov.com/test> in order to check your connection or adjust your settings.

Rules for participating remotely:

1. You must connect to Zoom using either a telephone line with a clear, strong and uninterrupted signal, or by video using an internet connection that is sufficient to provide smooth and reliable streaming.
2. You may *not* use a speaker phone or call from a vehicle, outdoor location or a public place. You should also avoid connecting by video using only cellular data. You are responsible for silencing all background noise. If the hearing is disrupted by noise emanating from your line, the court may mute your line or terminate your participation.
3. You must place your phone or microphone on “mute” when you are not addressing the court.
4. After the Courtroom Deputy announces your case, the parties appearing will introduce themselves, beginning with the movant (in the case of the motion), and followed by the Debtor, the Trustee and the other participants. You must (a) begin by stating your name, (b) speak slowly and distinctly at all times, and (c) make every effort not to interrupt others.

PLEASE REMEMBER THAT THE PRACTICES AND COURTESIES OBSERVED AND EXPECTED OF ALL COURTROOM PARTICIPANTS ARE EVEN MORE IMPORTANT DURING REMOTE HEARINGS.