



## IN THE UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF PUERTO RICO

María de los Ángeles González  
Clerk of Court

Jose V. Toledo U.S. Courthouse  
300 Recinto Sur St., Suite134  
San Juan, PR 00901

Notice 20-07

MCS Building Suite 222A  
880 Tito Castro Ave.  
Ponce, PR 00716-4732

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# Notice to the Bar and the Public

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### **In Re: Procedure for Telephonic Appearances**

In view of the General Order 20-02 issued on this date requiring that all hearings be conducted telephonically, the following procedure is implemented for appearing before the court for a hearing over the phone. Counsel and unrepresented parties will:

1. Dial the toll-free or caller-paid number as provided below for each Judge presiding your hearing.

#### **Courtroom 1 – Judge Brian K. Tester**

USA Toll-Free Number: (877)336-1274

\*USA Caller Paid/International Toll: (404)443-6386

**Access Code: 6411683**

#### **Courtroom 2 – Judge Enrique S. Lamoutte**

USA Toll-Free Number: (877)336-1839

\*USA Caller Paid/International Toll: (636)651-0008

**Access Code: 4980429**

#### **Courtroom 3 – Judge Mildred Caban**

USA Toll-Free Number: (877)336-1280

\*USA Caller Paid/International Toll: (404)443-6393

**Access Code: 8037868**

#### **Ponce Courtroom – Judge Edward A. Godoy**

USA Toll-Free Number: (888)684-8852

\*USA Caller Paid/International Toll: (215)446-0155

**Access Code: 2161529**

\* Caller Paid and International lines are available for parties whose toll-free number is not available. If a caller calls into the conference using the caller paid number, they will pay for that call themselves.

2. Enter your access code followed by the # sign when prompted.
3. You will be prompted to state your name. The system may use this recording to announce your arrival and departure when you connect to and disconnect from a conference call.
4. You will now be connected to the phone conference call.
5. To disconnect from the conference call, simply hang up.

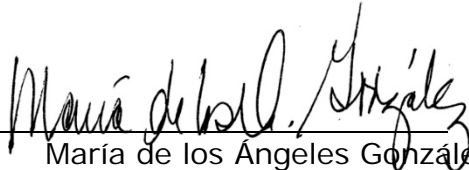
**It is counsel's responsibility to dial into the conference call not later than ten (10) minutes prior to the scheduled hearing. The Court is not going to initiate the call.**

Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of car phones, cellular phones, public telephone booths, or phones in other public places is prohibited except in the most extreme emergencies. Also, **callers may not place the phone on speaker**. Participants should be able to hear all parties without difficulty or echo.

Until your case is called you are required to place your phone in mute. When your case is called by the courtroom deputy clerk or the judge you will unmute your phone to identify yourself for the record. Each time you speak, you will identify yourself for the record.

The court's teleconferencing system allows more than one speaker to be heard, so the judge can interrupt a speaker to ask a question or redirect the discussion. When the judge informs the participants that the hearing is completed, you may disconnect, and the next case will be called.

In San Juan, Puerto Rico, this 13<sup>th</sup> day of March, 2020.

  
María de los Ángeles González, Esq.  
Clerk of Court