



**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 20-10

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

Notice to the Bar and the Public

In Re: Procedures for Remote Appearances

In order to ensure the safety of everyone during the COVID-19 World Emergency, certain Court hearings will be conducted via SKYPE FOR BUSINESS instead of face-to-face appearances by attorneys and self-represented individuals. All parties that wish to appear before the Court must familiarize themselves with the special procedures and rules set out below for appearances via Skype for Business. There will be no charge for appearances via Skype for Business.

The Court is not responsible for providing technical support related to hardware/software or incompatibility issues when using Skype for Business to non-court personnel or equipment. However, when parties have their Skype for Business set up completed, we encourage that they contact the Court's Systems Division at Systems@prb.uscourts.gov to coordinate a connectivity test.

RULES FOR APPEARANCES

Before the hearing

1. All attorneys and interested parties (including the debtor) that wish to attend a hearing that has been designated by the Court to be held via SKYPE FOR BUSINESS must send their valid email address in order to be registered no later than 24 hours before the hearing. The email address shall be sent to the judges' calendar clerk staff:

Eduardo_Bujosa@prb.uscourts.gov (MCF);

Darhma_Zayas@prb.uscourts.gov (ESL);

Carmen_Figueroa@prb.uscourts.gov (BKT); and

Alvin_Centeno@prb.uscourts.gov for EAG.

The email's subject line must indicate the case number, date, and time of the hearing.

2. An invitation to join the virtual hearing will be sent by the Court (the "Skype email invite") to the email address sent as provided in paragraph 1 above.
3. Depending on how your equipment is set up, you will either use the desktop version of Skype for Business or Skype for Business Web App. Participants should install the desktop or App version of Skype for Business on their device (computer, tablet, or phone) at least 24 hours prior to the hearing. If you are unable to install the desktop version of Skype for Business, then use the [link](#) Trouble Joining? [Try Skype Web App](#) that will appear on the email invite sent by the Court to connect. This link is not compatible with Mac's computers.

Your device (computer, tablet, or phone) will need to have a working microphone, camera, speakers, and a reliable internet connection.

4. It is highly recommended that you use a headset, earphones, or earbuds and connect to the hearing via Skype for Business from a quiet and suitable location. Please minimize surrounding noise in order to maximize the transmission quality.
5. **Participants must ensure that the location selected to appear via Skype for Business at the hearing has a sufficient cellular signal or**

internet bandwidth to enable an audio-visual connection to the hearing.

6. It is each participant's responsibility to be connected via Skype for Business into the hearing not later than fifteen (15) minutes prior to the scheduled time of the hearing.

During the hearing

1. Participants must state their names each time they speak.
2. Participant must speak clearly and slowly.
- 3. Participants must have their microphones on MUTE while they are not addressing the Judge.**
4. Courtroom decorum must be adhered to during the Skype for Business hearing.
5. Participants must confer before the hearing to attempt to reach pre-hearing stipulations and agreements.
6. When admitted to the hearing, immediately after stating your name inform the Courtroom Deputy of any stipulation and agreement you reached.
- 7. The Court will be recording the proceedings. Participants, including the parties, the media, and members of the public, are reminded that recording or broadcasting court proceedings is strictly prohibited.**
8. Digital audio files of court proceedings will not be available on the case docket for the hearings recorded on Skype for Business. Interested parties will need to contact the Clerk's Office to arrange access to recorded audios.

PROCEDURE FOR SKYPE FOR BUSINESS

The Court's Skype for Business conferencing system allows more than one speaker to be heard. The Judge will exercise control over the manner and order of the proceedings. The Judge will inform the participants when their hearing is finished. After your hearing is finished, you may disconnect if you have no other hearing.

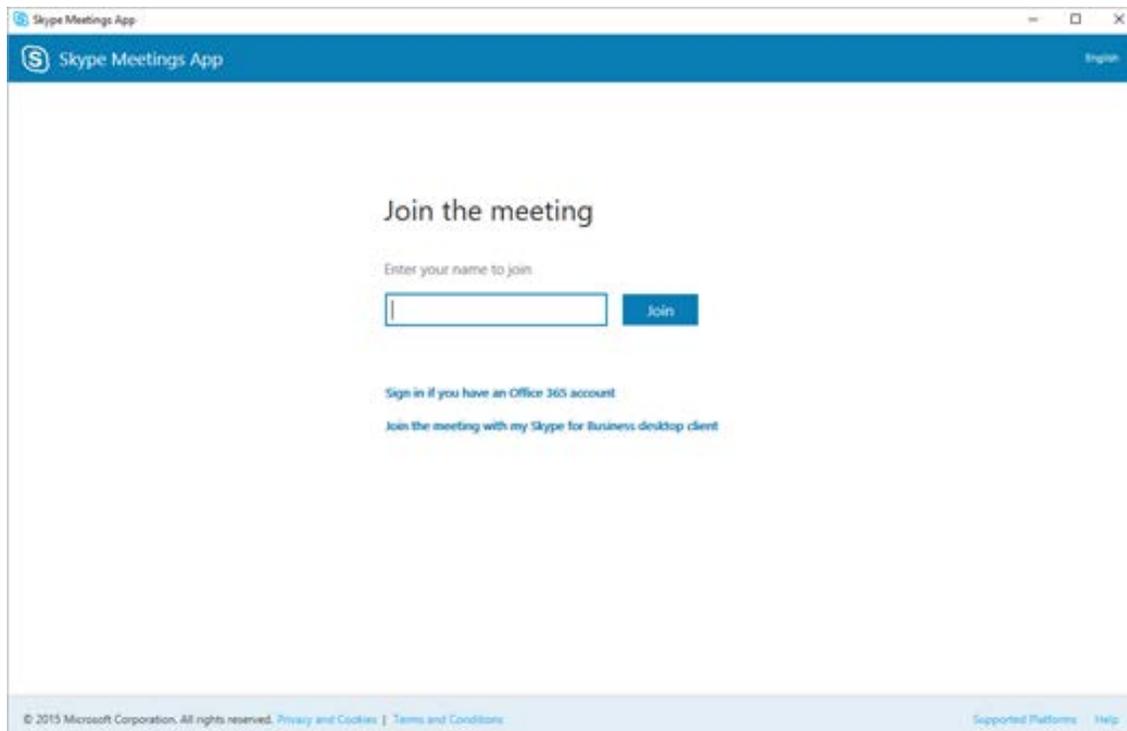
1. Participants will receive a Skype email invite from the Courtroom Deputy inviting them to the hearing, indicating the time and date of the hearing, with the following content:

[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

[Help](#)

Once you receive the Skype email invite, please accept the invite and ensure that the same is posted on your work calendar. On the day of the hearing, you must go to your Skype email invite or work calendar and join the hearing by clicking the [Join Skype Meeting](#) link to use the Skype for Business application installed on your device or the Skype Meetings Web App. If you have trouble joining the hearing, you can click on the [Try Skype Web App](#) link found in your email invite and follow the prompts. **You will be prompted to Join the meeting, enter your name and click join.**

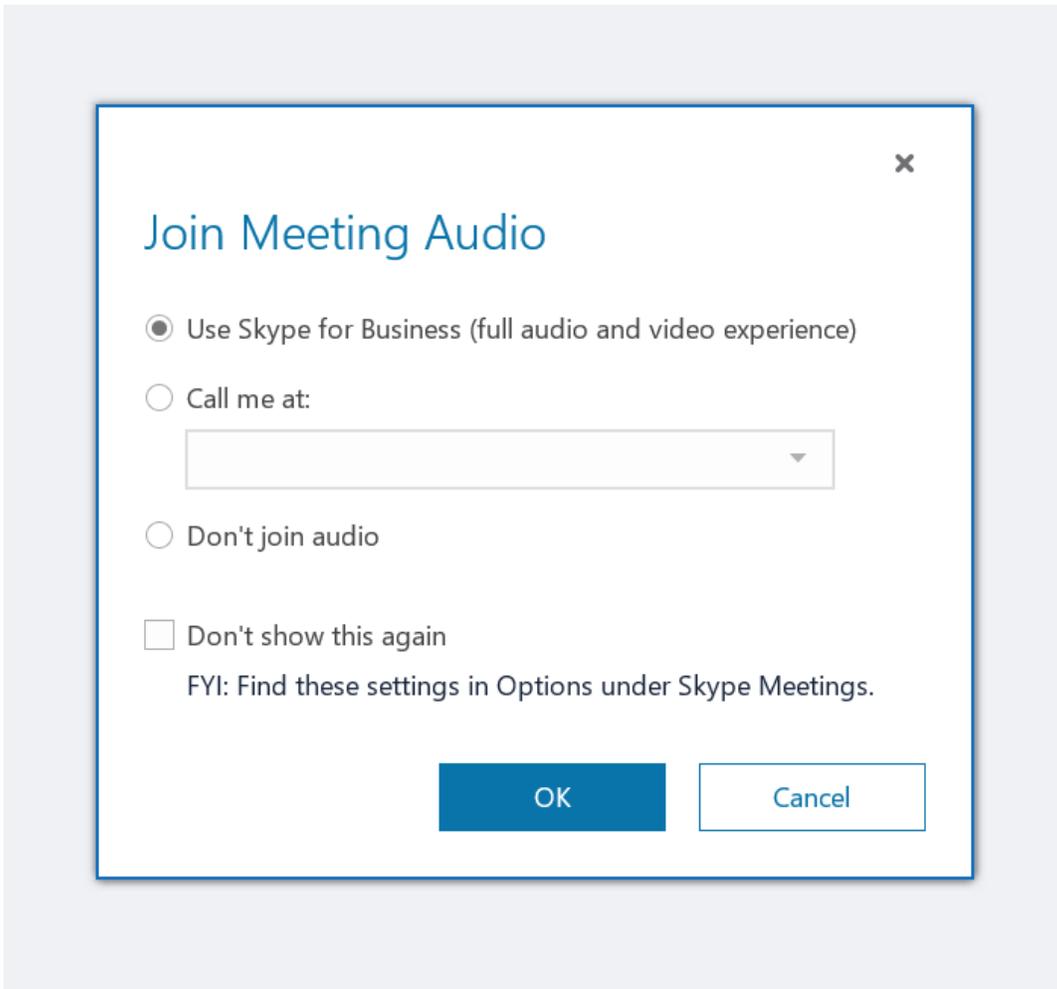


2. Once connected, you will see the screen below. All participants have to wait in a virtual lobby before being admitted to the hearing by the Courtroom Deputy. Please be patient.

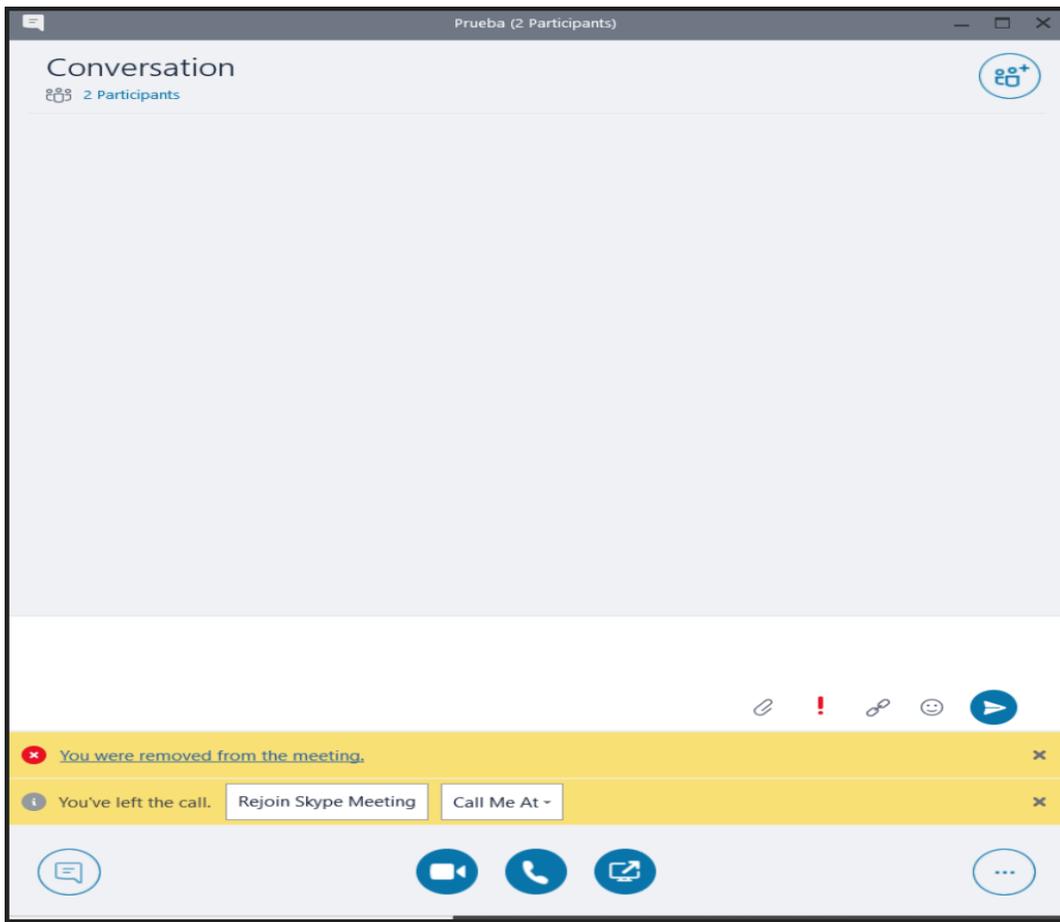
Skype for Business

Hello. You're in our virtual lobby, so make yourself comfortable. The organizer will let you in soon.

3. Once you are allowed to join the hearing, you will see the following screen. Please ensure that **Use of Skype for Business (full audio and video experience)** is selected and press Ok. Wait a few seconds and you will be added to the hearing. When finally connected to the hearing, please follow the instructions given by the Courtroom Deputy.



4. The Courtroom Deputy may ask any of the participants to wait again in the virtual lobby, if they have another hearing. The Courtroom Deputy will temporarily remove that participant from the hearing, and the participant will see the screen shown below:



When you see this screen, press **Rejoin Skype Meeting**. This will put your call in the virtual lobby again. Here, you must wait to be admitted again by the Courtroom Deputy. If for unknown reasons you are disconnected, you can go to the original email invite or calendar entry and use the same link to return to the call. If you do not have any more matters pending and you were excused from the hearing, you can hang up the call to terminate your participation.

Thank you for your participation in the virtual hearing.

In San Juan, Puerto Rico, this 24th day of April, 2020.



María de los Angeles González, Esq.
Clerk of Court