



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

María de los Ángeles González
Clerk of Court

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

Notice 20-21

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

Beginning on **November 16, 2020** all court hearings will be conducted via Microsoft Teams instead of Skype for Business. All parties that wish to appear at a hearing before the court must familiarize themselves with Microsoft Teams and follow the rules and procedures below.

To access the hearing information or join a hearing using Teams please click on this link <https://www.prb.uscourts.gov/?q=judges-calendar> and under **Teams Hearings Calendars** select the hearing by judge and date. A phone number will be provided for those who wish to join by phone.

If you do not have access to the internet and wish to appear at a Court hearing, you must call the Clerk's office at (787) 977-6000 at least 24 hours prior to the hearing to get a Conference ID. On the day of the hearing, you can dial (787) 291-9304, enter the Conference ID, and press # to join the hearing.

RULES FOR APPEARANCES

Before the hearing

1. To access the hearing information or join a hearing using Teams please click on this link <https://www.prb.uscourts.gov/?q=judges-calendar> and under **Teams Hearings Calendars** select the hearing by judge and date. A phone number will be provided for those who wish to join by phone.

2. There are two ways to join over the internet the Teams hearing: the desktop or web application of Teams. The web application is not compatible with Mac computers.

3. If using the desktop application of Teams, you need to have the application installed on your device (computer, tablet, or smartphone). Microsoft may charge a fee for use of the desktop application.

4. We encourage you to contact the court's Systems Division at systems@prb.uscourts.gov at least 24 hours before the Teams hearing to coordinate an internet/connectivity test. **However, the court is not responsible for providing technical support, software, or equipment to resolve any problem you may have using Teams.**

5. Your device must have a working microphone, camera, and speaker.

6. It is highly recommended that you use a headset with a microphone, earphones, or earbuds and connect to the Teams hearing from a quiet and suitable location. Please minimize surrounding noise in order to maximize the transmission quality. You should not appear at the hearing from a vehicle.

7. **Please ensure that the location you select to appear at the Teams hearing has sufficient cellular signal or internet bandwidth to enable an audio-visual connection.**

8. If you do not have access to the internet and wish to appear at a Teams hearing, you must call the Clerk's office at (787) 977-6000 at least 24 hours prior to the hearing to get a Conference ID. On the day of the Teams hearing, you can dial (787) 291-9304, enter the Conference ID, then press # to join the hearing. [During the hearing: The courtroom deputy may mute the microphone on your telephone. When instructed by the courtroom deputy to unmute your microphone, you must press * then 6 on your telephone.]

9. Parties must confer before the Teams hearing to attempt to reach any stipulation or agreement.

10. You must connect to the Teams hearing no later than 15 minutes prior to the scheduled time of the hearing. If you have multiple hearings before different bankruptcy judges at the same time, please inform the situation to the courtroom deputies.

During the hearing

1. When admitted to the hearing, state your name and who you represent and immediately thereafter inform the courtroom deputy of any stipulation or agreement you reached.

2. Thereafter, also state your name each time you speak.

3. Please speak clearly and slowly.

4. **Have your microphone on MUTE unless you are addressing the court.**

5. Adhere to the rules for courtroom decorum (including proper attire). **Because Teams allows more than one speaker to be heard at a time, you must be civil and respectful and allow the person who is speaking to finish before you speak. This is essential for a clear audio recording.**

6. After your Teams hearing is finished and you have been excused by the judge, you may disconnect if you have no other hearing.

7. The court will be recording the Teams hearing. Everyone (including attorneys, parties, the media, and the general public) is reminded that it is strictly prohibited to record or broadcast a court hearing.

8. Digital audio files of the Teams hearing will not be available on the case docket. But you may contact the Clerk’s Office to obtain an audio recording at a cost.

**PROCEDURES FOR APPEARANCES OVER THE INTERNET
USING TEAMS**

1. You will receive a Teams E-mail Invite from the court inviting you to the Teams hearing which will look as follows:

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[Join Microsoft Teams Meeting](#)

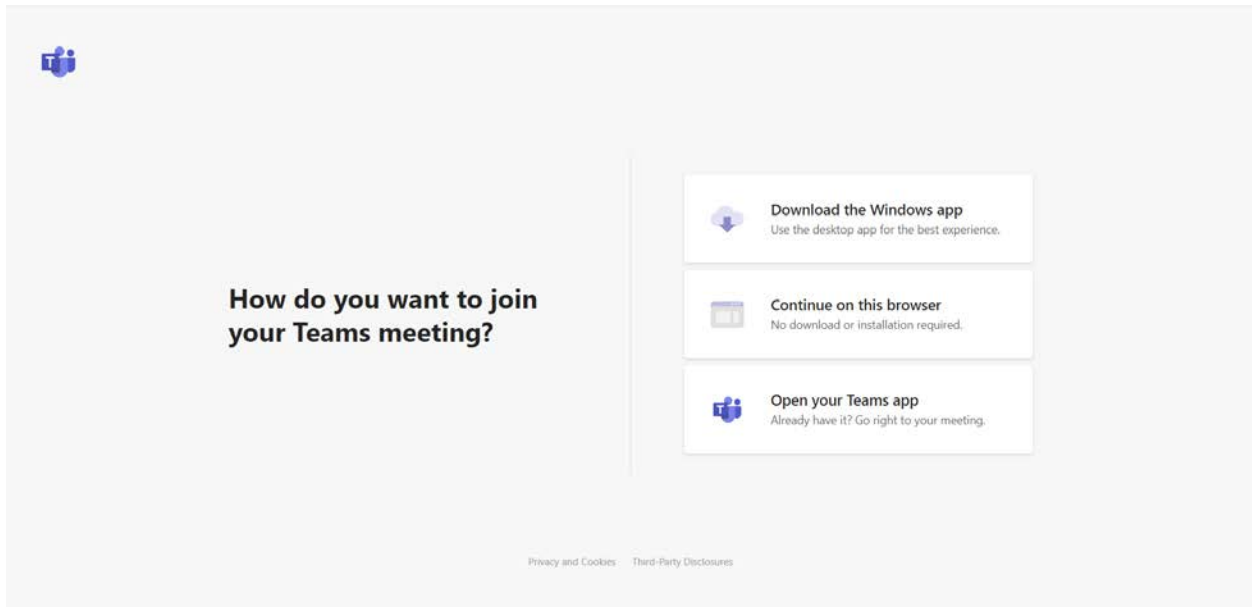
+1 787-291-9304 Puerto Rico, San Juan (Toll)

Conference ID: 999999999#

2. Please accept the Teams E-mail Invite (and if you have an Outlook calendar make sure that the Teams hearing is posted in your calendar).

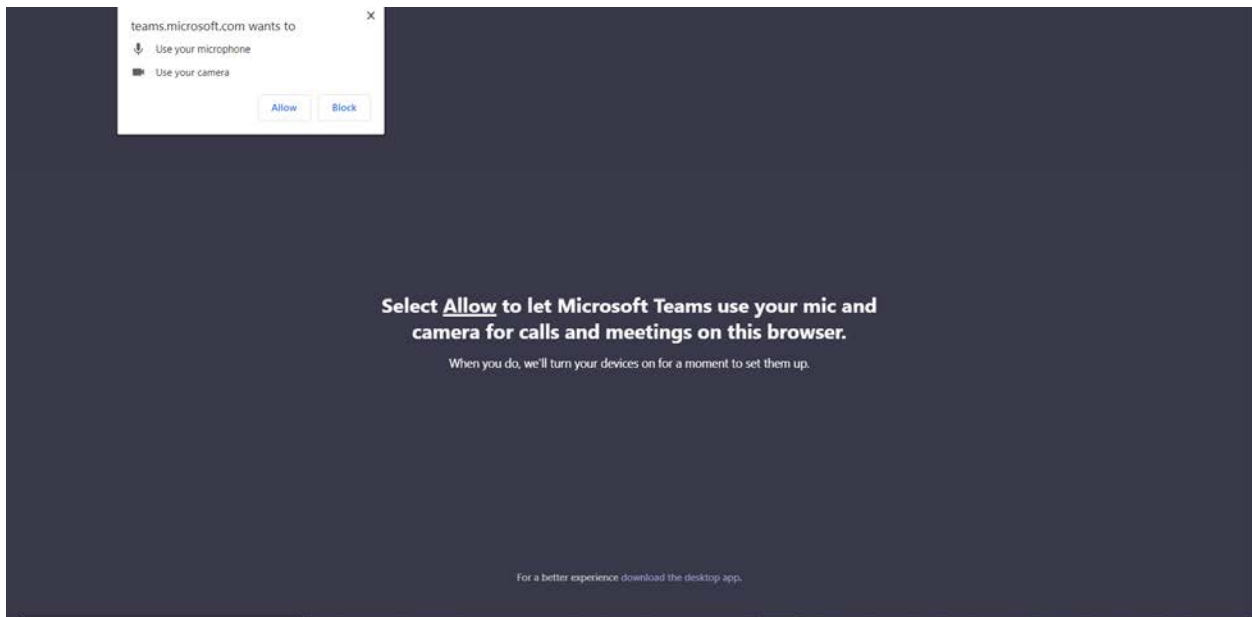
3. On the day of the Teams hearing, go to the Teams E-mail Invite (or your Outlook calendar), at least 15 minutes before the hearing, to join the Teams hearing. You can also find the hearing information in our Main Web Page <https://www.prb.uscourts.gov/?q=judges-calendar>

4. Click the [Join Microsoft Teams Meeting](#) link in the Teams E-mail Invite. This will bring you to the following screen –

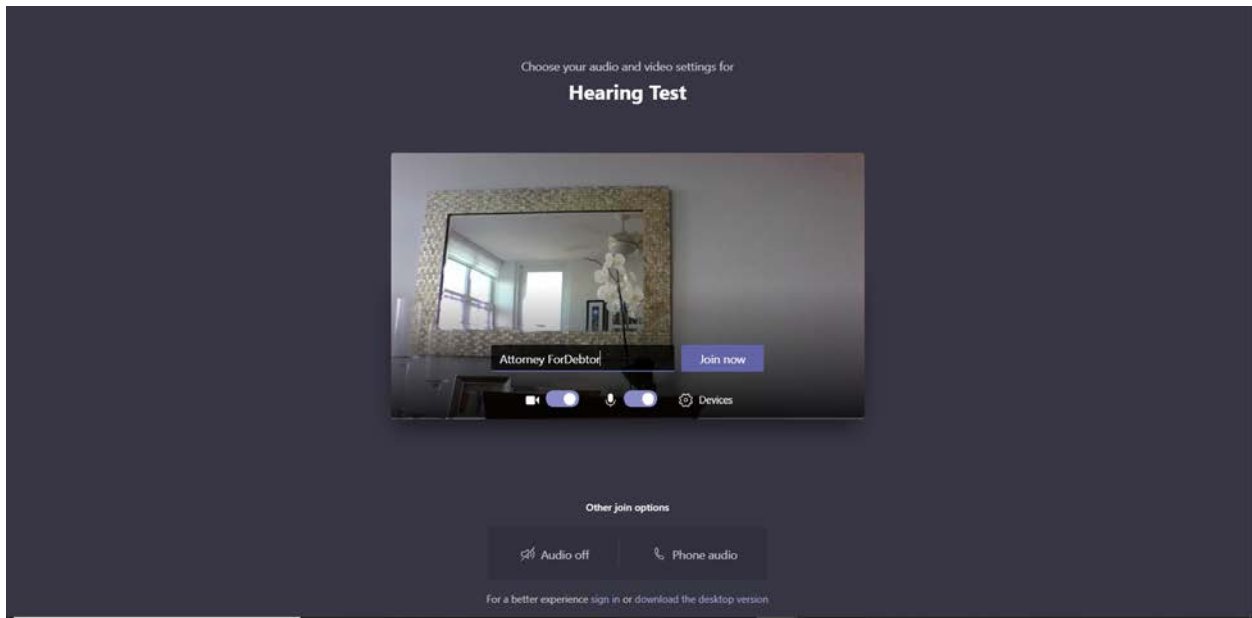


5. If you are joining with the web application, click **Continue on this browser**. If you have the Teams App please click on **Open your Teams app**. If this does not work, you can dial (787) 291-9304, enter the Conference ID found in the Teams E-mail Invite, and press #.

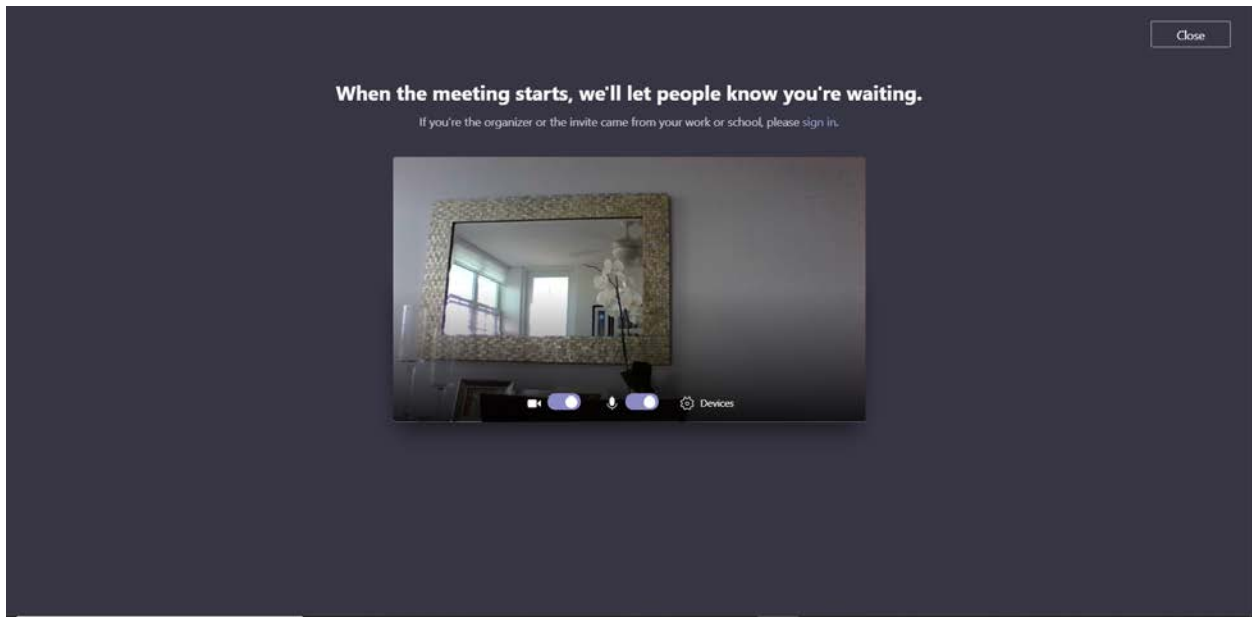
6. Once you open the Web App you will see the following screen to allow Teams to use your computer camera and microphone. Please click allow.



7. You will be prompted to "Join the meeting." Please enter your name and click "Join."



8. Once connected, you will see the screen below. You will have to wait in the virtual lobby before being let into the hearing by the courtroom deputy. **Please be patient.**



9. Once you are let into the Teams hearing, you will be able to see and hear the participants. Follow the instruction given by the ECR (electronic court recorder) for the hearing to ensure that you are connected with good signal for audio and video, if used.

10. Please follow the instructions of the courtroom deputy. The courtroom deputy may ask you to wait again in the virtual lobby if your hearing is not first on the calendar.

11. If you are disconnected for any reason, go to your Teams E-mail Invite (or Outlook calendar) and follow the instructions above to join again. You can also Visit our main Web Page on the following link –

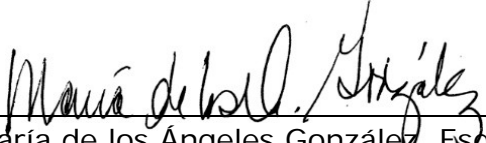
<https://www.prb.uscourts.gov/?q=judges-calendar>

under **Teams Hearings Calendar** and connect back to the hearing, either using Teams or calling the Conference Number with the corresponding ID.

12. If you do not have any more matters pending and are excused by the judge from the hearing, you may hang up to terminate your participation.

Your cooperation is essential to conducting successfully a hearing via Microsoft Teams. We thank you for your cooperation.

In San Juan, Puerto Rico, this 12th day of November, 2020.



María de los Ángeles González, Esq.
Clerk of Court