



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

Wilma Jaime-De Jesús  
Clerk of Court

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

Notice 22-29

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: Amended Procedures for Remote Appearances**

Effective on **December 19, 2022, the following rules and procedures** will apply to court hearings conducted via Microsoft Teams. 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. Also, you may go to our website at [www.prb.uscourts.gov](http://www.prb.uscourts.gov). On the homepage click on Judges' Info found on the red bar on top of the page. Then click on Judges' Calendar and then **Teams Hearings Calendar**. Once you find the presiding judge and the desired hearing date and time, you may click to join the hearing via Teams. There you will also find the call-in number and Conference ID to connect by phone if – and only if – you cannot join the remote hearing via Teams.

Attorneys are required to have a working microphone, camera, and speaker to appear at remote hearings. **Attorneys may only enter an appearance at a court virtual hearing with the required audiovisual connection, that is, with the camera and the microphone turned on. Attorneys may appear only by phone or without a camera on at a court virtual hearing with leave of court. Leave of court will**

**only be granted upon a showing of the unexpected malfunctioning of the equipment occurring without time to remedy it.** For this reason, attorneys must connect 15 minutes prior to the scheduled time of the hearing to test their equipment and attempt to remedy any malfunction. The court's staff will help attorneys with any technological problem that arises at that time.

If you are an attorney and will not have access to the internet the day of the hearing, you may seek leave of court to appear by phone setting forth the circumstances that prevent you from appearing via Teams. If authorized to appear by phone by the court, the Clerk's office will provide the call-in number and Conference Id for the hearing. You may also find the call-in number and Conference ID on the Teams Hearings Calendar on our website. **Attorneys may appear by phone or by Teams without activating their camera only with leave of the court.**

Attorneys or parties who wish to attend the remote hearing but not enter an appearance must do so via Teams without activating their camera on or by phone. You may find the call-in number (787-523-7344) and Conference ID for the hearing at our website, instructions found above.

If you are not an attorney and do not have access to the internet and wish to enter an appearance at a court hearing, you must call the Clerk's office at (787) 9776000 at least 24 hours prior to the hearing to get a Conference ID. On the day of the hearing, you can dial (787) 523-7344, enter the Conference ID, and press # to join the hearing.

## **RULES FOR APPEARANCES**

### **Before the hearing**

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. For those authorized by the court to join the hearing by phone, the call-in number and Conference Id number are also provided. Please see instructions above to access the Teams Hearings Calendar through our website.

1. There are two ways to join over the internet the Teams hearing: you may click on "*continue on this browser*" or "*open your Teams app*".

2. 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 the use of the desktop application.

3. You may contact the court's Systems Division at [systems@prb.uscourts.gov](mailto: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 software, equipment, or a resolution to any problem you may have using Teams.**

4. Attorneys must connect to a remote hearing via Teams no later than 15 minutes prior to the scheduled time of the hearing to test the connectivity and resolve any technical issue that may arise with the audiovisual connection. Failure to do so may result in the court not allowing the attorney to enter an appearance at the hearing without the required audiovisual connection.

5. Attorneys with multiple hearings before different bankruptcy judges at the same time, need to inform the situation to the courtroom deputies.

6. It is highly recommended that you use a headset with a microphone, earphones, or earbuds and connect to the Teams hearing. You must do so from a quiet and suitable location. Please minimize surrounding noise to maximize the transmission quality. You should not appear at the hearing from a moving vehicle or from any other location that may present distracting situations.

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

8. If you are not an attorney and do not have access to the internet and wish to appear at a Teams hearing, you must call the Clerk's office at (787) 9776000 at least 24 hours prior to the hearing to get a Conference ID. On the day of the Teams hearing, you can dial (787) 523-7344, 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.]

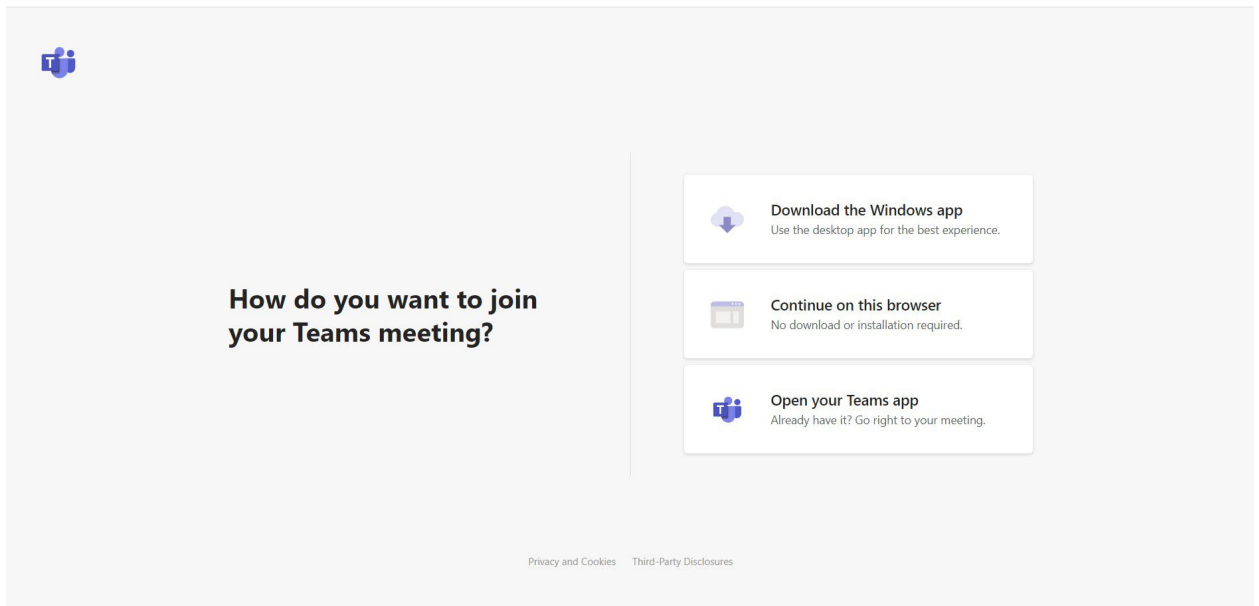
9. Parties must confer before the Teams hearing to attempt to reach any stipulation or agreement.

## **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. **To have a clear audio recording you must allow the person who is speaking to finish before you speak.**
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.
9. Please note that the "Chat" feature of Teams is not available for use during hearings as it is a public record.

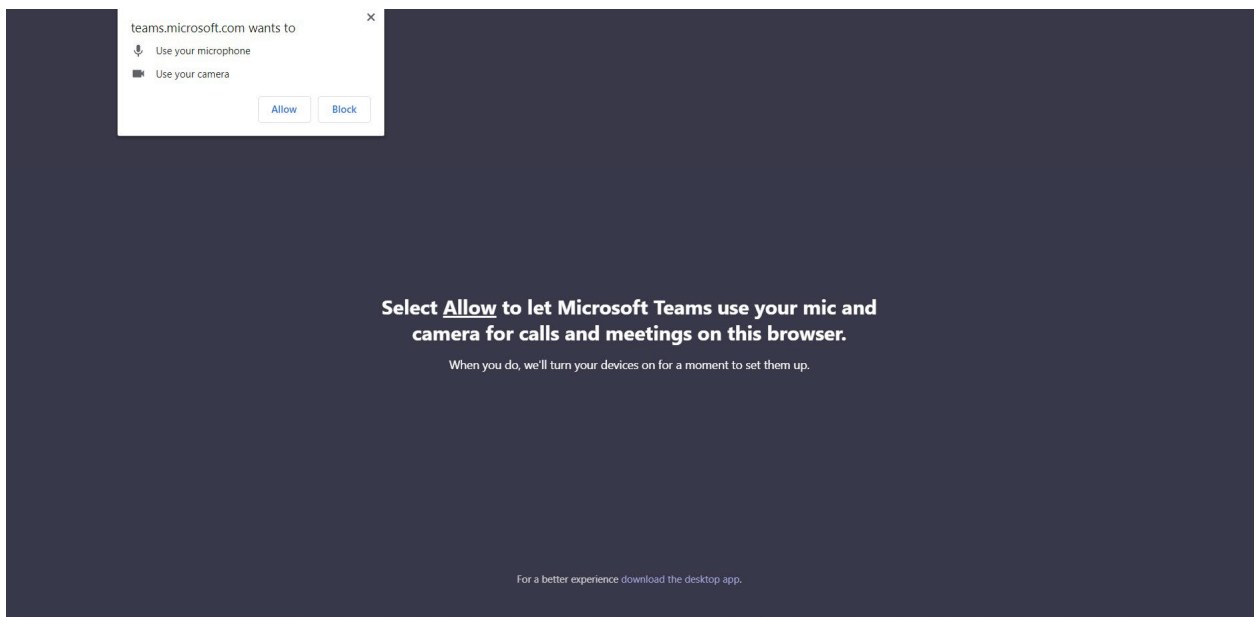
## **PROCEDURES FOR APPEARANCES OVER THE INTERNET USING TEAMS**

1. Click on the [click here to join the meeting](#) link found in the **Teams Hearings Calendars** according to the judge and date of the hearing. You will see the following screen –

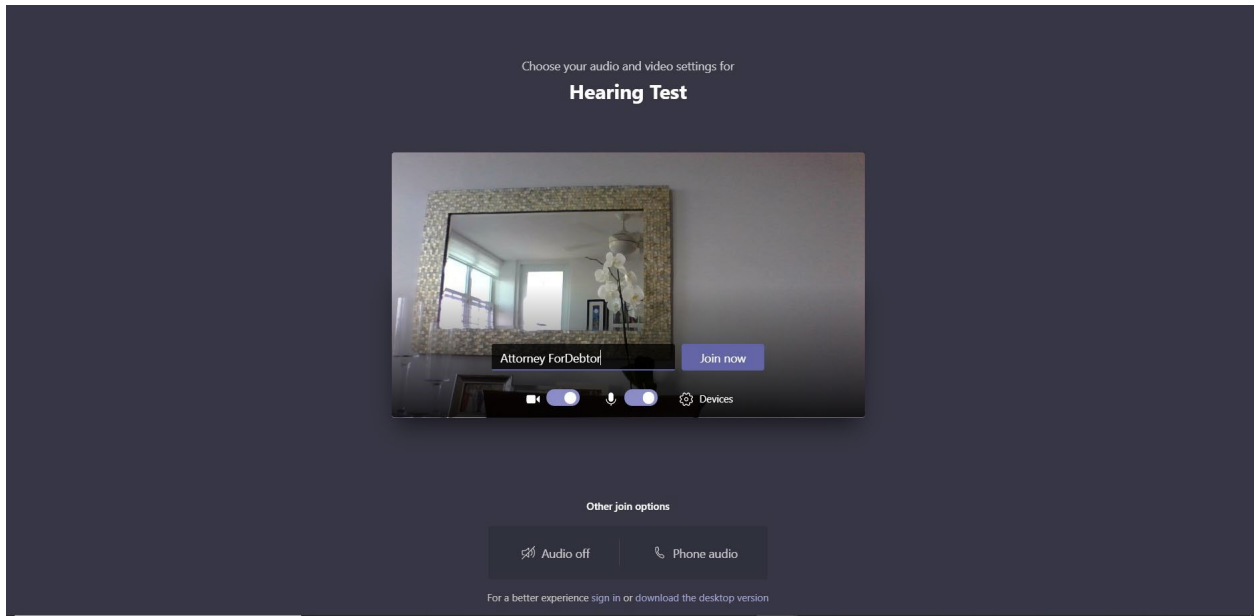


2. If you are joining with the web application, click **Continue on this browser**. If you have installed the Teams App, please click on **Open your Teams app**.

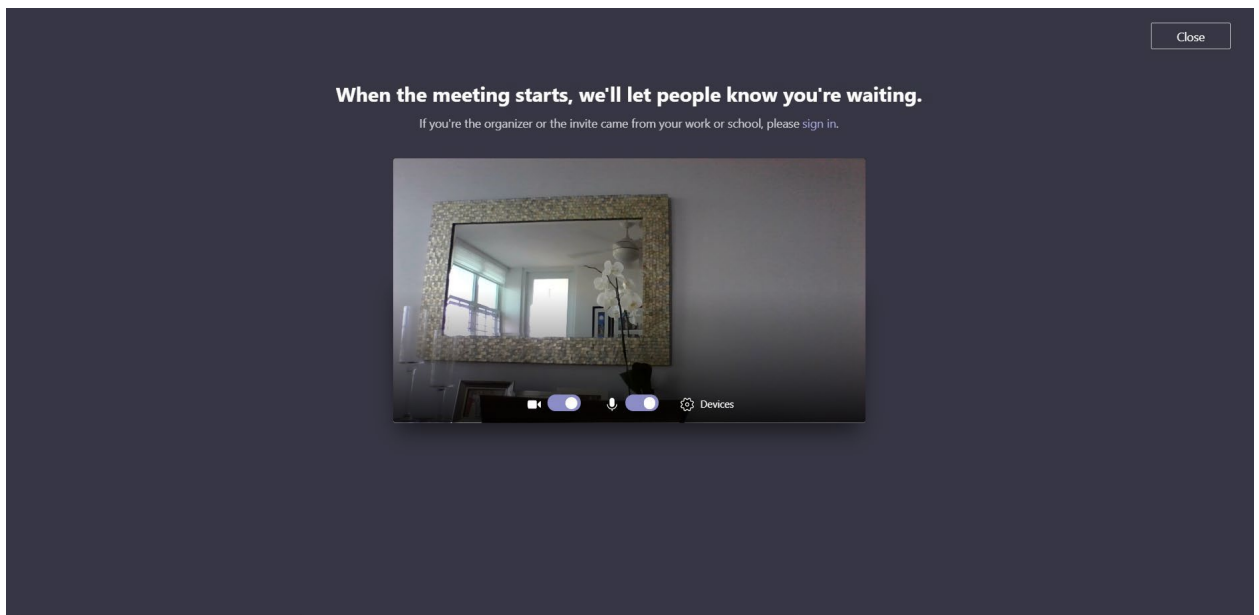
3. Once you open the Web App you will see the following screen to allow Teams to use your computer camera and microphone. Please click allow.



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



5. Once connected, you will see the screen below. Unless the lobby feature is not implemented by the presiding judge, you will have to wait in the virtual lobby before being let into the hearing by the courtroom deputy. **Please be patient.**



6. Once you are let into the Teams hearing, you will be able to see and hear the participants. Follow the electronic court recorder (ECR) instructions for the hearing to ensure that you have a good signal for your audio and video connection.

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

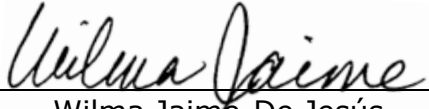
8. **If you wish to address the court during the hearing, your camera and microphone must be on.** Your microphone must be muted when not addressing the court.

9. If you are disconnected for any reason, join the hearing again by going to the Teams Hearings Calendar.

10. If you do not have any more matters pending and are excused by the judge from the hearing, you may leave the hearing to end your participation.

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

In San Juan, Puerto Rico, this 13<sup>th</sup> day of December 2022.



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Wilma Jaime-De Jesús  
Clerk of Court