

DATE: March 25, 2020

TO: Attorneys and pro se individuals with matters before  
Judge Harris in the Cleveland divisional office

FROM: Judge Harris

RE: Notice of Telephonic Hearing Procedures for Judge Harris

Effective immediately and until further notice, Judge Harris will conduct all non-evidentiary hearings in Cleveland by telephone. This includes the Chapters 7 & 11 and Chapter 13 dockets.

At least five minutes before the scheduled time for hearing, attorneys and pro se individuals should call (888) 684-8852 and use Access Code 3904203 followed by the pound sign, which is #. Upon connection you will automatically be muted. (That is, you will be able to hear, but you will not be heard.) When your case is called, you may unmute your line by pressing \* and then pressing 6 on your telephone key pad. **Under no circumstances should any participant put the court call on hold. If you must answer another call; hang up with the court; and then call back to the court call when your other call is finished.**

Each time you speak, you must identify yourself for the record.

Landline connections are strongly preferred. Do not use a speakerphone or cordless phone if possible. Do not use cellular phones, if possible. Again, do not put your phone on hold during the hearing.

If anyone is unable to participate by telephone from home, the Court will adjourn your matter, if possible. The Court does not want attorneys or pro se individuals leaving home to participate in these calls while the state's stay-at-home order remains in effect.

Please call Judge Harris's courtroom deputy at 216-615-4402 if you have any questions.