

**United States Bankruptcy Court
Northern District of Ohio
Eastern Division**

**NOTICE OF TELEPHONIC HEARING PROCEDURES
FOR JUDGE ALAN M. KOSCHIK**

As a result of the current public health emergency resulting from the pandemic spread of the COVID-19 disease and the SARS-CoV-2 virus, the national and state declarations of public health emergencies by the President of the United States and the Governor of the State of Ohio, and guidance issued by the federal centers for Disease Control and Prevention and state and local health officials (the “COVID-19 Emergency”), **effective Tuesday, March 24, 2020**, and until further notice, Judge Alan M. Koschik will conduct **all pretrial conferences and non-evidentiary hearings exclusively by telephone**. Telephone instructions will be posted on the docket for each case expected to go forward the day before the scheduled hearing time. Counsel and *pro se* parties are strongly encouraged to check the Court’s hearing calendar, as well as the case docket, frequently for any changes that might occur.

At least five minutes before the scheduled time for hearing, counsel and parties should call the appropriate number and join the conference call. Upon connection you will automatically be muted. (That is, you will be able to hear, but you will not be heard). The courtroom deputy will call court into session and call each case. When your case is called, you may unmute your line by **pressing *** and then **pressing 6** on your telephone key pad. Once on the conference call, you will hear the Court proceedings as if you were in the courtroom.

Landline connections are much preferred, but cell phone or other telephone services are allowed. **UNDER NO CIRCUMSTANCES SHOULD ANY PARTICIPANT PUT THE COURT CALL ON HOLD.** Any “hold music” or other announcements made by your

telephone system or provider while you are on hold will be heard by all participants, including the judge and clerks in the courtroom. This may require the Court to terminate the conference call, affecting all participants, including those waiting to be heard in other cases, and will delay the Court from hearing the remainder of the docket.

If any attorney or *pro se* party is unable to participate during a scheduled telephonic hearing or pretrial conference for any reason because of the COVID-19 Emergency, they may request a continuance, either filed with the Court or by telephonic or email request to my courtroom deputy, Mary Knotts. Such requests will be liberally granted provided adequate notice (which may be accomplished by telephone, email, fax, ECF, or regular mail) is given to other interested parties.

March 23, 2020

Alan M. Koschik
United States Bankruptcy Judge