

DATE: October 16, 2023

TO: Attorneys and Pro se Individuals with Matters before Judge Suzana Krstveski Koch in the Cleveland Divisional Office

FROM: Judge Suzana Krstveski Koch

RE: Notice of Hybrid Hearing Procedures for Matters before the Judge Suzana Krstveski Koch

Effective immediately and through December 31, 2023, attorneys and pro se individuals with non-evidentiary hearings before Judge Suzana Krstevski Koch will have the option of appearing either in person in Metzenbaum Courtroom 2A or by telephone. This includes the Chapters 7, Chapter 11, Chapter 13 dockets, and pre-trial conferences. No motion or notice is needed for anyone wishing to appear by telephone.

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 keypad. **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.

Please call Deputy Clerk-in-Charge, Jessica Griffin, at 216-615-4333 if you have any questions.