



**The Honorable Tiiara N.A. Patton  
United States Bankruptcy Court  
Northern District of Ohio, Eastern Division**

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Nathaniel R. Jones Federal Building & U.S. Courthouse  
10 East Commerce Street  
Youngstown, Ohio 44503-1621 Phone: (330) 742-0950

**Memorandum**

To: All Practitioners and Unrepresented/*Pro Se* Parties

From: Judge Tiiara N.A. Patton

Date: February 19, 2021

Re: Judge Tiiara N.A. Patton's Procedures for Video Conference Hearings via Zoom® Video Communications (Effective March 15, 2021)

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Effective March 15, 2021, unless otherwise ordered, participation in all non-evidentiary hearings before Judge Patton (either scheduled by the Court or through self-calendaring) will be conducted via video conference ("Video Conference Hearing") using the Zoom® Video Communications application ("Zoom") and adhere to the following procedures:

**Modification to Self-Calendaring & Existing Hearings**

- A. Counsel and parties-in-interest are directed to complete, file and serve the attached *Notice of Zoom Hearing with Response Deadline Regarding [Title of Motion/Application]*, which is attached hereto as Exhibit A, when noticing any self-calendared pleading for a hearing date on or after March 15, 2021.
- B. Matters currently scheduled for hearing on or after March 15, 2021 via telephonic appearance, shall be held by Video Conference Hearing in accordance with these procedures.

**Court Zoom Training Program**

- C. The Court is offering Zoom training on the dates listed below. To register for the Zoom training contact Brandon Pasvanis, Judge Patton's Courtroom Deputy, at [PattonZoom\\_Registration@ohnb.uscourts.gov](mailto:PattonZoom_Registration@ohnb.uscourts.gov) no later than three (3) business days before the scheduled training date. Your registration email must include your name, email address, telephone number, and requested training date. Within 24 hours of the training date, you will receive a Zoom invite for the training class.
- D. Prior to your scheduled Zoom training, you must review the following materials/pre-requisites:
  - 1. Review materials on [how to join a Zoom meeting](#).
  - 2. Review materials on [how to eliminate audio echo in a Zoom meeting](#).

3. A personal computer (desktop or laptop) or mobile device (smartphone or tablet) with audio and visual capability.
- E. The Zoom Training Program will include the following topics: (a) joining as an attendee; (b) raising hand function; (c) screen name requirements; (d) how to test your audio and video before joining a hearing; (d) turning on your microphone and camera; (e) basic troubleshooting; (f) security; and (g) Zoom resources.
- F. Training Classes (Dates and Times)
  - Friday, February 26, 2021 at 10:00 a.m.
  - Friday, February 26, 2021 at 2:00 p.m.
  - Friday, March 5, 2021 at 10:00 a.m.
  - Friday, March 5, 2021 at 2:00 p.m.
  - Monday, March 8, 2021 at 10:00 a.m.
  - Monday, March 8, 2021 at 2:00 p.m.
  - Wednesday, March 10, 2021 at 10:00 a.m.
  - Wednesday, March 10, 2021 at 2:00 p.m.

### **General Remote Participation Procedures**

- G. Punctuality & Presence – As with in-person hearings, participants in Video Conference Hearings must be present in the “virtual courtroom” when their case is called by the Court. Participants must account for the time needed to connect to the virtual hearing and be cleared through the applicable waiting room. If a participant fails to timely appear for their hearing, they may be deemed to have waived their appearance and the Court may proceed without them. To avoid this result, all participants must join the Video Conference Hearing not less than ten (10) minutes prior to the start of the virtual hearing. Participants should be aware that, based on the number of items on the Court’s docket, a hearing may not begin at its scheduled time. If a participant is scheduled to appear in front of another bankruptcy judge at the same time, it is highly recommended that they contact Judge Patton’s Chambers in advance of the scheduled hearing to apprise the Court of the potential conflict.
- H. Evidentiary Hearings – If an evidentiary hearing is required, the Court will specify the form and manner of the hearing in a separate scheduling order.
- I. Notice of Emergency Filings – Participants are reminded that Chambers staff do not receive immediate electronic notices of filings. Therefore, it is important that parties notify court staff of any emergency filings or other matters that require immediate attention.

### **Video Conference Hearing Procedures**

- J. Mandatory Appearance by Zoom – All Video Conference Hearing participants are required to appear by Zoom and must comply with these procedures.

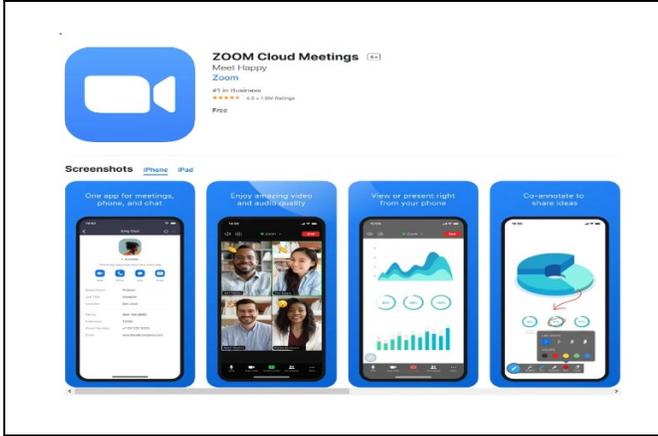
- K. Video Conference Hearing Exemption – Participants without video conferencing capabilities must immediately contact Brandon Pasvanis, Judge Patton’s Courtroom Deputy, at (330) 742-0950 to make alternative arrangements. Absent emergency circumstances, such arrangements must be made no later than three (3) business days prior to the scheduled hearing date.
- L. Registering for Video Conference Hearings – All parties wishing to appear at a Video Conference Hearing must pre-register by emailing Brandon Pasvanis at [PattonZoom\\_Registration@ohnb.uscourts.gov](mailto:PattonZoom_Registration@ohnb.uscourts.gov) by no later than 4:00 p.m. three (3) business days prior to the scheduled hearing date. Your registration email must include the following information:
- Case name and case number;
  - The hearing date and time(s);
  - The participant’s name, address, and telephone number; and
  - The name of party or parties whom participant represents.
- M. Joining Video Conference Hearings – After registering for the Video Conference Hearing, participants will receive a confirmation email containing meeting information and the requisite links to join the Video Conference Hearing. To join by computer, click on the meeting link in the confirmation email or, alternatively, enter the “Meeting ID” provided in the confirmation email into the Zoom mobile or desktop application. Participants will be placed into a waiting room and admitted into the main conference by the Video Conference Hearing host.
- N. Entering a Video Conference Hearing Appearance/Screen Name – Once participants are connected to the Video Conference Hearing, they **must** provide their full name (first and last name required) as their Zoom “screen name” (i.e., the name displayed upon entry into the Zoom hearing). In hearings with large number of participants, the Court may use the screen name to take the entry of appearance for the record.
- O. Rules for Video Conference Hearing Participation – Participants appearing at Video Conference Hearings must abide by the following directives at all times. Failure to comply with these procedures may result in the Court imposing sanctions, including but not limited to, monetary sanctions and/or suspension of electronic filing privileges.
1. Basic Prohibition – The following actions are prohibited while connected to a Video Conference Hearing: (a) use of a device while in a vehicle or a public place; (b) conversing with anyone outside of the hearing during the hearing; (c) failing to keep an audio microphone on “mute” when the participant is not speaking; (d) placing the Court on “hold” during a hearing; and (e) allowing any background noise to

interfere or disturb the proceedings. Once the participant's matter is called, they must remain seated and stationary at all times.

2. Hearing Attire and Surroundings – Participants are required to appear in appropriate courtroom attire. Virtual backgrounds are permitted solely to the extent that it involves a solid, neutral background.
3. Minimization of Noise Interference – Participants must make a concerted effort to minimize all background noise and shall silence any devices that may make noise (e.g., telephones, cell phones, messaging, and email alerts). All parties are responsible for the quality of their audio connection, and to that end, the Court strongly recommends that participants wear a corded headset with a microphone during hearings. Should participants choose to use a wireless device, such as AirPods or other Bluetooth-enabled devices, they must remain in close proximity to the connection source and avoid movement that would interfere with the signal.
4. Recording – No participant may record any part of the hearing, whether by use of video conferencing recording capabilities, third-party applications, photographs, screenshots, or by any other means.
5. Screen-Sharing – Screen-sharing capabilities will be disabled for non-Court personnel during Video Conference Hearings. For evidentiary hearings, participants are directed to comply with the exhibit submission procedures outlined in the order scheduling the evidentiary hearing.

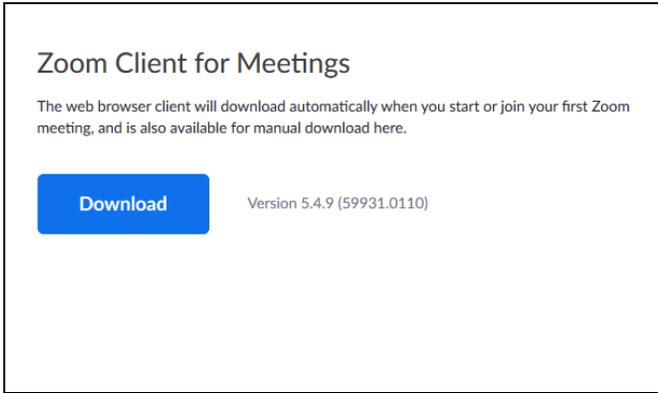
**Zoom Operating Instructions** – For the purpose of ensuring a smooth and efficient Video Conference Hearing, all participants shall review the following information prior to the scheduled hearing to familiarize themselves with the Zoom application and its feature:

- P. Hardware – Zoom is compatible for use on mobile devices (such as a smartphone or tablet) as well as a personal computer (laptop or desktop) that have camera and microphone functions.
- Q. Installation/Update of Zoom – To participate in the Video Conference Hearing, participants will need to install the Zoom application on a mobile device (smartphone or tablet) or install the Zoom software on a personal computer (desktop or laptop). If you already have Zoom installed on your device, you must ensure the application is updated to the most recent version.



Participants who are using a mobile device (smartphone or tablet) can download the Zoom application from their application store.

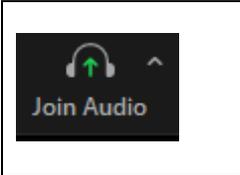
**You do not need to create a Zoom account. Installing the Zoom application is all that is required to participate in the Video Conference Hearing.**



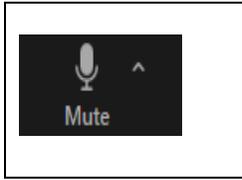
Participants who are using a personal computer (desktop or laptop) can download the Zoom software from <https://zoom.us/download>

**You do not need to create a Zoom account. Installing the Zoom software is all that is required to participate in the Video Conference Hearing.**

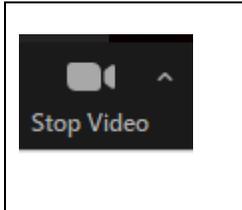
- R. Mandatory Speed & Compatibility Tests – Prior to the scheduled Video Conference Hearing, all participants are directed to test their device compatibility with Zoom requirements and their internet connection speed to ensure that it is at least 3 Mbps. Participants can conduct such tests at <https://zoom.us/test>. Tests must be performed on the same device that will be used to participate in the Video Conference Hearing.
- S. Screen Mode – Participants are expected to view the Video Conference Hearing using the “Speaker View” mode.
- T. Additional Assistance – For additional assistance using the Zoom application, please consult the Zoom “Help Center” at <https://support.zoom.us/hc/en-us> which offers “Quickstart Guides” and video tutorials.



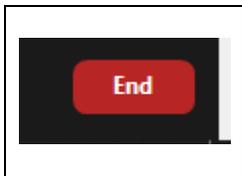
When you join the Video Hearing Conference, the audio icon will look like the image on the left. Click the audio icon and follow the prompts to connect to the Video Hearing Conference.



The microphone icon will look like the image on the left. Click the microphone icon to “mute” and “unmute” yourself. A red diagonal line through the microphone icon indicates that you are muted (**Red** = muted).



The camera icon will look like the image on the left. Click the camera icon to turn your camera on and off. A red diagonal line through the camera icon indicates that your camera is off. Please confirm that your camera is turned on during the Video Conference Hearing.



The “end” icon will look like the image on the left. Press the exit icon to leave the Video Conference Hearing.

U. Other Matters –

1. If counsel or an unrepresented party is unable to participate during a scheduled Video Conference Hearing or a matter is not ready for adjudication, parties are encouraged to continue the matter to a future hearing date using the procedures for “Continuances” set forth in [\*Judge Patton’s General Practices and Procedures\*](#). Such requests will be liberally granted provided that adequate notice is given to other parties in interest.
2. Counsel and unrepresented parties are strongly encouraged to check the Court’s hearing calendar docket frequently for any changes that may occur.
3. If you have a problem connecting to your hearing, immediately contact Judge Patton’s chambers at (330) 742-0950.

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**Exhibit A**

**Form Notice of Video Conference Hearing via Zoom to be  
Used in Self-Calendaring Motions and Applications Before Judge Patton**

**UNITED STATES BANKRUPTCY COURT FOR THE  
NORTHERN DISTRICT OF OHIO  
EASTERN DIVISION**

**In re:**

**<Debtor(s) Name(s)>,**

**Debtor<s>.**

**Chapter <Number>**

**Case No. <Number> (TNAP)**

**Judge Tiiara N.A. Patton**

**NOTICE OF ZOOM HEARING  
REGARDING [TITLE OF MOTION OR APPLICATION]**

[MOVANT’S NAME] has filed with the Court the [TITLE OF MOTION OR APPLICATION] (the “Motion” or “Application”).

**Your rights may be affected. You should read these papers carefully and discuss them with your attorney, if you have one. If you do not have an attorney, you may wish to consult one.**

If you do not want the Court to grant the [Motion or Application], or if you want the Court to consider your views on the [Motion or Application] at a hearing, then on or before **[INSERT DATE]**, you or your attorney must:

File with the Court an objection/response at:

United States Bankruptcy Court  
Nathaniel R. Jones Federal Building & U.S. Courthouse  
10 East Commerce Street  
Youngstown, Ohio 44503 – 1621

If you mail your objection/response to the Court, you must mail it early enough so the Court will **receive** it on or before the date stated above.

Mail a copy of your response to:

**[INSERT MOVANT’S MAILING ADDRESS]**

Please take further notice that a **Zoom Video Conference Hearing** on the [Motion or Application] will be held on \_\_\_\_\_, 20\_\_ at \_\_\_\_\_:\_\_\_\_\_ .m. prevailing Eastern Time, or as soon as thereafter as this matter may be heard, before the Honorable Tiiara N.A. Patton via the Zoom® Video Communications application (“Zoom”). To participate in and join the Zoom hearing, parties must pre-register by emailing Brandon Pasvanis at [PattonZoom\\_Registration@ohnb.uscourts.gov](mailto:PattonZoom_Registration@ohnb.uscourts.gov) by no later than 4:00 p.m. three (3) business days prior to the scheduled hearing. Your hearing registration email must include the following information: (a) case name and case number; (b) the hearing date and time(s); (c) the participant’s

name, address, and telephone number; and (d) the name of party or parties whom participant represents.

All participants are required to appear by Zoom and comply with *Judge Tiara N.A. Patton's Procedures for Video Conference Hearings via Zoom® Video Communications*, which can be found on the Court's website. Persons without video conferencing capabilities must immediately contact Brandon Pasvanis, Judge Patton's Courtroom Deputy, at (330) 742-0950 to make alternative arrangements. Absent emergency circumstances, such arrangements must be made no later than three (3) business days prior to the scheduled hearing date. The hearing may be continued from time to time until completed without further notice except as announced in open court

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature of Attorney for Movant/Applicant

\_\_\_\_\_  
Printed Name of Attorney for Movant/Applicant (Bar Number)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number