

Participant Instructions and Telephonic Hearing Protocol

Chief Judge Dana L. Rasure

- Participants must dial-in five (5) minutes before the commencement of the hearing
- Call the **DIAL-IN** number: **877-336-1839**
- When prompted, enter the **ACCESS CODE: 7988277#**. Provide your name to the AT&T auto-attendant as prompted.
- You will be placed on hold until the Host [Courtroom Deputy] activates the conference call.
- Once you have been connected to the conference, do not announce your presence until the Judge requests appearances.
- Wait for your case to be called before speaking and do not address the Court until called upon. Multiple hearings may be scheduled at the same time and a hearing may be in process. Treat the conference as if you are sitting in the courtroom waiting for your case to be called.
- Cases on Chapter 13 dockets will be called in alphabetical order by the Debtor's last name. Court dockets can be found at www.oknb.uscourts.gov under the box titled "Court Calendars."
- Do not place your call on hold, as that may result in "on hold" messages or music interfering with the conference.
- Mute your telephone or otherwise maintain telephone silence while waiting for your case to be called.
- Refrain from making unnecessary noise such as paper shuffling or typing during the conference.