

## **Participant Instructions and Telephonic Hearing Protocol**

- Participants must dial-in five (5) minutes before the commencement of the hearing
- 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.
- All participants in the Chapter 13 Docket should dial in by 1:55 PM. Cases on Chapter 13 dockets will be called in the order listed on the Court's Calendar. Calendars can be found at [www.oknb.uscourts.gov](http://www.oknb.uscourts.gov) under the box titled "Court Calendars." The entire Chapter 13 Docket will begin at 2:00 PM.
- 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.