

Participant Instructions and Telephonic Hearing Protocol

Judge Terrence L. Michael

- Participants must dial-in five (5) minutes before the commencement of the hearing
- Call the **DIAL-IN** number: **888-684-8852**
- When prompted, enter the **ACCESS CODE: 9298395#**.
- 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 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.