

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF MAINE

TELEPHONIC APPEARANCE VENDOR INFORMATION  
AUGUST, 2007

**COURTCALL**

**For appearances occurring on and after August 21, 2007, the Court will use the services of CourtCall for its telephonic appearance program.** CourtCall developed the turn-key telephonic court appearance program in 1996 and serves several Bankruptcy Courts.

**SCHEDULING A TELEPHONIC APPEARANCE**

Consistent with the Court's [\*Administrative Procedures for Telephonic Participation in Hearings\*](#), telephone appearances may be arranged by calling **CourtCall at (866) 582-6878** not later than **5:00 p.m.** the business day prior to the court hearing date (or, where appropriate, by visiting our website [www.courtcall.com](http://www.courtcall.com) at least two business days prior to the hearing.)

**FEES**

The initial charge per participant for a CourtCall appearance is \$25.00 (0-45 minutes) and will be supplemented by \$6.50 for every additional 15 minute increment or portion. For example, a 46 minute call would cost a total of \$31.50 as would a 60 minute call. Participants are charged for the entire time they are on with CourtCall, not just the time they are speaking with the Judge. **There are no set up fees or cancellation fees. You may open an account with CourtCall or pay by check or by credit card. If you prefer, you may also schedule your appearance with CourtCall online.**

**PROCEDURE FOR TELEPHONIC APPEARANCE**

CourtCall will provide counsel with written confirmation of a telephonic appearance and give counsel a number to call to make the telephonic appearance. It is counsel's responsibility to dial into the call not later than 10 minutes prior to the scheduled hearing. **CourtCall does not place a call to counsel.**

If your appearance has not been cancelled and you do not timely call and connect with the CourtCall operator, the hearing may proceed in your absence. Telephonic appearances are connected directly with the courtroom's public address system and electronic recording equipment so that a normal record is produced. To ensure the quality of the record, the use of car phones, cellular phones, speaker phones, public telephone booths, or phones in other public places is prohibited except with prior approval of the Court. Participants should be able to hear all parties without difficulty or echo.

At the time of your hearing, you may initially be in the listening mode in which case you will be able to hear the case before yours just as if you were in the courtroom. After your call is connected to the courtroom, the Judge will call the case, request appearances, and direct the manner in which the hearing proceeds. Each time you speak, you should identify yourself for the record. The court's teleconferencing system allows more than one speaker to be heard, so the Judge can interrupt a speaker to ask a question or redirect the discussion. When the Judge informs the participants that the hearing is completed, you may disconnect (hang up) and the next case will be called. If you have multiple hearings on the same calendar that the Court does not hear together, unless otherwise instructed by the Court, stay on the line until your other matter(s) are called.

Telephonic appearances by multiple participants are only possible when there is compliance with every procedural requirement. Sanctions may be imposed when there is any deviation from the required procedures or the Court determines that a person's conduct makes telephonic appearances inappropriate. Sanctions may include dropping a matter from the calendar, continuing the hearing, proceeding in the absence of an unavailable participant, a monetary sanction, and/or a permanent prohibition against a person appearing telephonically.