

STEPS THAT MUST BE TAKEN TO APPEAR BY TELEPHONE
(revised September 14, 2017)

1. Under no circumstances may anyone appear using a cell phone.
2. **Counsel may appear by telephone, only upon the granting of a motion seeking leave to appear by telephone; the motion and proposed order must be filed at least 72 hours prior to the scheduled hearing.**
3. When counsel is permitted to appear by telephone, the counsel appearing by telephone should contact the Court's case manager at cmA679@txs.uscourts.gov for instructions. Counsel who wish to appear by telephone will be required to dial the designated **telephone number (713-250-5577)** five minutes prior to the commencement time in order to provide the courtroom deputy with the appearance information before the hearing commences.
4. When a matter is called, Judge Bohm will take appearances. Counsel (or parties, if not represented by counsel) should state their name, and all parties they represent.
5. In order to make a proper record, counsel appearing by telephone should state the Counsel's name each time the counsel speaks.
6. While appearance on the telephone is permitted, Judge Bohm will not take evidence over the telephone (including the questioning by counsel on the telephone of witnesses present in the courtroom).
7. If anyone appearing by phone makes too much noise—such as shuffling paper, typing on a keyboard, conducting interoffice conversations, etc.—the Court reserves the right to disconnect the telephone line. If the Court disconnects the telephone line, all parties appearing by telephone will be cut off. This is the risk that any party accepts by making a telephonic appearance.
8. The Court may impose sanctions on anyone who fails to comply with these rules.
9. **INTERIM PROCEDURE FOR TELEPHONIC APPEARANCES IN THE WAKE OF HURRICANE HARVEY: DUE TO THE DIFFICULTY OF TRAVELLING TO THE COURTHOUSE AND FINDING CONVENIENT PARKING, ANY ATTORNEY, ANY DEBTOR, AND ANY CREDITOR/PARTY IN INTEREST MAY APPEAR BY TELEPHONE WITHOUT FILING A MOTION SO LONG AS: (a) THE APPEARANCE RELATES TO A MATTER THAT IS SET ON THE CHAPTER 13 PANEL HELD ON THURSDAYS AT 1:30 P.M.; AND (b) THE MATTER DOES NOT APPEAR TO REQUIRE TESTIMONY. THE COURT'S PHONE LINE (713-250-5577) WILL BE OPEN AT 1:25 P.M., AND THOSE WHO WANT TO APPEAR BY PHONE MAY SIMPLY DIAL IN. THIS INTERIM PROCEDURE AUTOMATICALLY EXPIRES ON NOVEMBER 17, 2017.**