

**Additional Chambers Procedures Regarding Remote Hearings
Before the Honorable Christopher S. Sontchi, Chief Judge
(Effective for all hearings on and after March 1, 2021)**

A. Manner of Remote Hearings

1. Hearings before Chief Judge Sontchi shall be held via Zoom *only*, unless otherwise directed by the Court. Both video and audio will be through Zoom.
2. Counsel shall obtain Zoom hearing information from Courtroom Deputy Danielle Gadson *prior to the filing of the agenda* and shall provide the following information in the agenda (in addition to the information provided in the Local Rules):
 - a. Zoom registration information and registration link. ALL PARTICIPANTS ARE REQUIRED TO REGISTER PRIOR TO THE HEARING USING THE ZOOM LINK PROVIDED ON THE AGENDA.
 - b. Whether live witness testimony will be necessary and indicate such on the agenda. Specific instructions regarding witness information are noted below. *See B(2) infra.*
 - c. The following should be placed on the hearing agenda or amended hearing agenda, as applicable:

**THIS HEARING WILL BE HELD BY VIDEO VIA
ZOOM. BOTH VIDEO AND AUDIO WILL BE
THROUGH ZOOM. ALL PARTIES MUST
REGISTER THEIR ZOOM APPEARANCE AT
LEAST 1 HOUR BEFORE THE START OF THE
HEARING.**

[LINK FOR ZOOM REGISTRATION]

**YOU MUST USE YOUR FULL NAME WHEN
LOGGING INTO ZOOM OR YOU WILL NOT BE
ALLOWED INTO THE MEETING.**

- d. Persons without internet access may contact Chambers staff to request the toll-free number to appear telephonically. Please contact Chambers at least one business day prior to the scheduled hearing.

3. As a reminder, video hearings are official Court proceedings and proper Court decorum shall be followed. Disruptions or inappropriate behavior may result in removal from the hearing.
4. In-person hearings shall be minimized and limited to critical cases only. Counsel may make a request to the Court for an in-person hearing. Requesting counsel shall explain why it believes the hearing should be in-person, represent that it previously notified all relevant parties of the request, and indicate whether such parties have consented to the request. The *Fifth Amended Order Governing the Conduct of Hearings Due to Coronavirus Disease 2019 (COVID-19) and Reconstituting Operations* dated June 17, 2020 shall govern the conduct of in-person hearings.
5. Persons appearing by video via Zoom are required to appear in appropriate courtroom attire.

B. Certain Procedures for Remote Hearings

1. Presentation of Revised Proposed Orders - If a movant intends to present a proposed form of order to the Court at a hearing that contains revisions to the original proposed form of order submitted with its motion, counsel for the movant shall endeavor to provide to the Court via email the revised form of order in clean and redline form at least 1 hour prior to the hearing.
2. Presentation of Live Witness Testimony - A party sponsoring a witness or witnesses must provide by email to all relevant parties and the Court as soon as possible, but no later than 1 hour prior to the hearing, the following for each witness:
 - a. The name of the witness and the relevant motion for relief.
 - b. Whether in the first instance direct testimony of the witness will be presented by proffer or declaration and, if by declaration, when such declaration will be filed. Please note that if the witness will submit a declaration, the declaration should be available to the witness during testimony.
 - c. The location of the witness (city, state, country).
 - d. A description of the place from which the witness will be testifying (e.g., "home", "office" - specific addresses shall not be provided).

- e. Whether anyone will be in the room with the witness during his/her testimony and, if so, who (name/title/relationship to witness) and for what purpose.
- f. Whether the witness will have any documents with him/her and, if so, what documents.

3. Presentation of Documentary Evidence

- a. All parties intending to introduce documentary evidence must supply a list of exhibits with reference to the applicable CM/ECF docket number. Exhibits shall be provided by email to all relevant parties and the Court via email as soon as possible, but no later than 1 hour before the hearing (the provision of hyperlinks to documents on the docket is sufficient).
- b. If necessary, the party sponsoring a witness will be responsible for ensuring that any relevant exhibits are supplied to the witness ahead of the hearing.

C. General Reminders

- 1. Chief Judge Sontchi will only accept proposed orders electronically. All related docket numbers must be included in the caption of the proposed order when uploaded. Additionally, all exhibits to the proposed order must be uploaded as separate attachments.
- 2. Counsel shall not deliver hard copies of documents to Chambers unless otherwise directed.