

CHIEF JUDGE BÖHM'S
MODIFIED TELEPHONIC PROCEDURES
(Revised 11/20/20)

To reduce exposure and slow the spread of the novel coronavirus (COVID-19) and consistent with Chief Judge Carlota M. Böhm's Zoom Procedures (modified November 20, 2020), hearings before Chief Judge Böhm will be held using the Zoom Video Conference Application **unless otherwise ordered or provided on the posted list of self-scheduled hearing dates**. In the event a hearing is instead scheduled to be held telephonically via CourtCall, the following modified telephonic procedures shall apply to Judge Böhm's cases until further notice.

1. When self-scheduling matters pursuant to Judge Bohm's General Procedures for **a date designated as a telephonic hearing date**, the moving party shall complete, file, and serve a Notice of Hearing that conforms to the Notice of Telephonic Hearing (Form 301-T) located at <https://www.pawb.uscourts.gov/forms-2>.
2. For all telephonic hearings, parties wishing to appear must register with CourtCall at (866) 582-6878 no later than **twenty-four (24) hours** prior to a scheduled hearing. Registrants must provide CourtCall with the following information: (a) case name and number; (b) name of the judge conducting the hearing; (c) the hearing date and time(s); (d) the participant's name, address, and telephone number; (e) the name of the party or parties whom the participant represents; (f) the matter(s) on which the participant wishes to be heard or whether the participant intends to monitor the proceedings in "listen-only" mode; and (g) any other information required by CourtCall. Parties shall pay the current fee charged by CourtCall upon registration.
3. Parties should not seek leave or advise the Court in advance of telephonic participation in a hearing designated as a telephonic hearing scheduled to be held via CourtCall.
4. All hearing participants must abide by the following directives at all times:
 - Use of a speaker phone, cellular phone, or phone located in a public place is prohibited;
 - All parties must use their "mute" buttons when not speaking;
 - Placing the Court on "hold" during the call is prohibited;
 - Conversations with any party, other than the Court, are prohibited; and

- Any interference with the call, including background noise which disturbs the proceedings, is prohibited.

Failure to comply with these telephonic procedures may result in the Court revoking the party's telephonic privileges or imposing other sanctions.

5. All parties appearing telephonically must dial-in to CourtCall not less than ten (10) minutes prior to the scheduled start of the hearing. Parties participating telephonically should be aware that, based on the Court's docket, a hearing may not begin until after the time scheduled. In that event, parties who wish to participate must remain on the line until the case is called. The Court will not call a case a second time. Parties who do not appear when the case is called will be deemed to have waived their appearance and the Court will proceed with the hearing.
6. Any party who registers to appear telephonically but fails to appear shall be deemed to have waived its appearance. The Court will proceed with the hearing in the absence of that party, and the Court may enter an order adjudicating the matter.