

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

Consistent with the continued efforts to reduce exposure and slow the spread of the novel coronavirus (COVID-19) while the Court remains open to the parties and the public, hearings before Chief Judge Carlota M. Böhm will be held using the *Zoom Video Conference Application* (hereinafter “Zoom”) 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, hearing participants should reference Chief Judge Böhm’s Modified Telephonic Procedures.

For all hearings scheduled to be held via Zoom, the use of Zoom is mandatory. All hearing participants shall comply with the procedures set forth below.

(1) **Appearances:** All Attorneys and Parties must participate remotely by using Zoom. Participants must provide their **full names** as their “screen names” when entering the Meeting ID to join the hearing. In hearings with a large number of participants, the Court may use the screen names to take the entry of appearances for the record.

(2) **Noticing:** Effective immediately, when noticing any self-scheduled motion for a Zoom hearing date, counsel and parties-in-interest are directed to complete, file and serve the attached Notice of Zoom Hearing and Response Deadline Regarding Motion of [Name of Party] for [Insert Relief Sought] which is annexed hereto at “Attachment A.” The form is also available on the Court’s website at <https://www.pawb.uscourts.gov/forms-2>.

(3) **Initializing Zoom Hearing:** To join the Zoom hearing please initiate by using the following link 15 minutes prior to your scheduled hearing time: <https://www.zoomgov.com/j/16143800191>, or alternatively, attend by using the following

Meeting ID: 161 4380 0191. For questions regarding the connection, contact Judge Böhm's Chambers.

(4) ***Zoom Hearing Attire:*** Appropriate professional courtroom attire is required for attorney attendance.

(5) ***Minimization of Noise Interference:*** One of the challenges the global health crisis has created is the need for many to conduct work out of informal workspaces which are often not protected from the ambient noises of life (for example, pets, other persons in the household, phone line interference, etc.). As a result, all Zoom participants must make a concerted effort to minimize all background noise. As part of this effort,

(a) All Zoom participants must mute their microphone even before connecting to the Zoom Hearing;

(b) Microphones are to remain muted unless actively speaking;

(c) Unless directly addressed by the Court, during the course of the Zoom Hearing, Counsel may indicate a desire to speak by "raising their hand" in the ***Chat Feature*** of the Zoom Hearing mode. Using this feature will send a notification to the Court, and Counsel will be provided with an opportunity to address the Court. Counsel should familiarize themselves with the Chat Feature prior to the Hearing; and,


(d) In order to reduce the "echo effect," when speaking during the Zoom Hearing the participants shall reduce the volume of his/her microphone to the lowest level possible to allow the participant to reasonably participate in the Zoom Hearing.

(6) ***Recording of Hearing:*** Other than the Court, no party or hearing participant may record any part of the Hearing, whether by use of the Zoom recording capabilities, third-party applications, or by any other means.

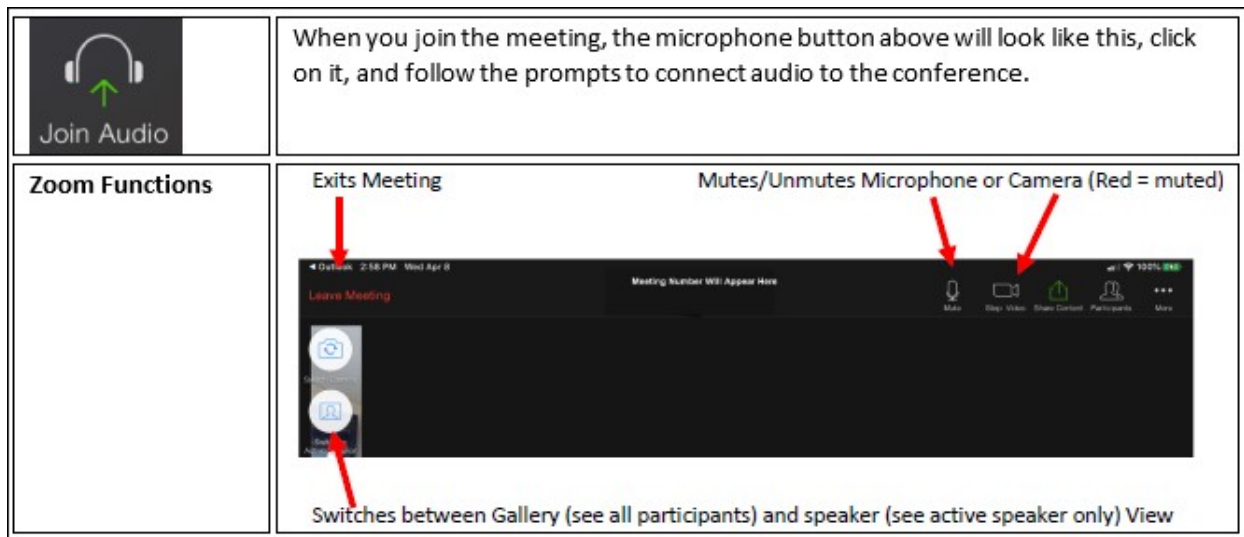
(7) **Speed Tests:** Prior to the date of the Zoom Hearing, all hearing participants are directed to test their internet connection speed to ensure that it is at least 3 Mbps. Participants shall also test their ability to run Zoom using <https://www.zoom.us/test>. In the event of an evidentiary hearing, counsel shall ensure that all witnesses have access to Zoom and have complied with their testing obligations prior to the hearing.

(8) **Zoom Operating Instructions:** For the purpose of ensuring a smooth and efficient hearing, prior to the date of the Zoom Hearing all hearing participants (including witnesses when applicable) shall review the following information in order to familiarize themselves with the use of Zoom:

- (a) **Hardware:** Zoom is compatible for use on mobile devices (such as a smartphone or tablet) as well as personal computer (laptop or desktop) which have camera and microphone function.
- (b) **Installation/Update of Zoom:** To participate you need to install the Zoom app on your smartphone/tablet or install the Zoom software on a Windows or Mac laptop/desktop. If you already have Zoom installed on the device you are using for the Hearing, you must ensure the application is updated to the most recent version.

	<p>Apple SmartPhones or Tablets can download the Zoom App from the Apps Store. Android devices can use the Google Play Store.</p> <p><b>You do not need to create a Zoom account, the app installed is all you need</b></p>
<p><b>Zoom Client for Meetings</b></p> <p>The web browser client will download automatically when you meeting, and is also available for manual download here.</p> <p><a href="#">Download</a> Version 4.6.11 (20559.0413)</p>	<p>Windows or Mac laptops can download the Zoom software from: <a href="https://zoom.us/download">https://zoom.us/download</a></p> <p><b>You do not need to create a Zoom account, the app installed is all you need</b></p>

- (c) **Testing Your Device:** As stated above, all hearing participants are required to test their device compatibility with Zoom requirements prior to the date of the Hearing. Participants can test their ability to operate Zoom at <https://www.zoom.us/test>. Tests must be conducted on the same device that will be used to participate in the hearing.
- (d) **Using Zoom:** Using the device on which Zoom has been installed and tested, click on the link to the meeting.



For additional assistance using Zoom, please consult the Zoom “Help Center” at <https://support.zoom.us/hc/en-us> which offers “quick start guides” and video tutorials.

- (e) **Screen Mode:** Parties are expected to view the Hearing using the “Speaker View” mode.

(9) **Zoom Exemption:** As previously noted, all participants in the Zoom Hearing shall participate via Zoom video conference. However, upon appropriate cause shown, filed no later than *Noon of the business day prior* to the Zoom Hearing, the Court may allow a one-time exemption and grant participation by telephonic means.

(10) ***Further Relief:*** The Court may review or amend these temporary procedures on a case-by-case basis, to the extent there is cause and extenuating circumstances to do so. To the extent counsel or any party-in-interest desires relief from any of these interim procedures, such party shall file with the Court a written motion to modify the applicable procedures. In any such motion, the party requesting relief shall state with particularity the modification sought and the reason why it is necessary or appropriate for the Court to modify the applicable procedure.

IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE WESTERN DISTRICT OF PENNSYLVANIA

In re:

DEBTOR NAME(S), : Case No. \_\_\_\_\_-CMB  
Debtor(s) : Chapter \_\_\_  
MOVANT NAME(S), :  
Movant(s), :  
v. :  
RESPONDENT NAME(S), :  
Respondent(s). :

**NOTICE OF ZOOM HEARING AND RESPONSE DEADLINE REGARDING  
MOTION OF [NAME OF MOVANT] FOR [RELIEF REQUESTED]**

TO THE RESPONDENT(S):

***You are hereby notified that the Movant seeks an order affecting your rights or property.***

You are further instructed to file with the Clerk and serve upon the undersigned attorney for Movant a response to the Motion by no later than \_\_\_\_\_, 20\_\_ [*seventeen (17) days after the date of service below*], in accordance with the Federal Rules of Bankruptcy Procedure, the Local Rules of this Court, and the general procedures of Judge Bohm as found on her Procedures webpage at <http://www.pawb.uscourts.gov/procedures-1>. If you fail to timely file and serve a written response, an order granting the relief requested in the Motion may be entered and the hearing may not be held. Please refer to the calendar posted on the Court's webpage to verify if a default order was signed or if the hearing will go forward as scheduled.

***You should take this Notice and the Motion to a lawyer at once.***

A ***Zoom Video Conference Hearing*** will be held on \_\_\_\_\_, 20\_\_, at \_\_\_\_:\_\_\_\_.m. before Judge Carlota M. Bohm via the ***Zoom Video Conference Application*** ("Zoom"). To participate in and join a Zoom Hearing please initiate and use the following link at least 15 minutes prior to the scheduled Zoom Hearing time: <https://www.zoomgov.com/j/16143800191>, or alternatively, you may use the following Meeting ID: 161 4380 0191 For questions regarding the connection, contact Judge Bohm's Chambers at 412-644-4328. ***All attorneys and Parties may only appear by Zoom and must comply with Chief Judge Bohm's Zoom Procedures, which can be found on the Court's website at <https://www.pawb.uscourts.gov/sites/default/files/pdfs/cmb-proc-videohrg.pdf>.*** Under the current COVID-19 circumstances, the general public may appear telephonically if unable to do so via the Internet. When the need to appear telephonically arises, members of the general public should immediately contact Judge Bohm's Chambers to make telephonic arrangements. Only ten minutes is being provided on the calendar. No witnesses will be heard. If an evidentiary hearing is required, it will be scheduled by the Court for a later date.

Date of Service: \_\_\_\_, \_\_ 20\_\_

\_\_\_\_\_  
Attorney for Movant/Applicant

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Attorney I.D. No.

ATTACHMENT "A"