

**Second Amended Instructions for Attendance of Hearings before
the Honorable Jeffery P. Hopkins and the Honorable Beth A. Buchanan**
(Effective April 21, 2022)

Unless otherwise ordered in a specific case or proceeding, Judge Hopkins and Judge Buchanan are implementing the following procedures with respect to any matters scheduled for hearing before Judge Hopkins or Judge Buchanan. These procedures remain subject to further revision as the Court continues to evaluate the measures necessary to allow for the administration of justice while giving the utmost consideration to the health and safety of all involved.

The Court continues to urge parties to pursue settlement or request a rescheduled hearing, in accordance with the instructions provided herein, if a matter is not ready for adjudication.

1. All persons attending a hearing in-person shall abide by CDC Guidelines with respect to courthouse entry and face coverings and shall further comply with any additional precautions required by the presiding judge. All persons attending a hearing in-person are encouraged to bring a face covering to the hearing as the Court may, in its discretion, require that face coverings be worn in appropriate circumstances.
2. As an alternative to attendance in-person and unless otherwise ordered by the Court, parties may choose to attend a hearing telephonically. However, any party attending a hearing telephonically is not permitted to present exhibits or examine or cross-examine witnesses. The instructions for appearing by telephone are:

Judge Hopkins: **Conference Number:** (877) 873-8017
 Access Code: 6533854
 Security Code: 1717

Judge Buchanan: **Conference Number:** (877) 336-1839
 Access Code: 1191918
 (No security code is needed for Judge Buchanan's
 conference number)

Please call the conference number at least five minutes prior to the scheduled hearing.
There is NO COST to you for this service.

3. **Exhibits/Witness Testimony.** Counsel shall file any exhibits (subject to redaction of personal identifiers) that will be offered into evidence at the hearing **at least three (3) business days** prior to the scheduled hearing date.

4. **Request to Reschedule Hearing.** The Court will continue to liberally grant a **request to reschedule** a hearing, **even if it is not the first request**, as long as the following procedures are followed:
 - a. A directly affected party may request the rescheduling of a hearing by: (i) filing a motion and (concurrently) uploading a corresponding proposed order; or (ii) by uploading an agreed order.
 - b. The request, whether by motion or agreed order, must be made no later than **Noon (12:00 p.m.) on the business day prior to the date of the scheduled hearing**. If the request is granted, the matter will not appear on the final docket. For Confirmation and Mega Dockets, the final docket is posted by Noon (12:00 P.M.) on the date of the scheduled hearing. If a matter does not appear on the final docket, counsel is excused from attending the hearing.
 - c. **Counsel's request to adjourn a hearing once the hearing has started will not be granted.** This Court intends to hold only one hearing on any given matter. As such, unless a request to reschedule is made prior to the hearing date in accordance with the procedure outlined above, the matter will be adjudicated even if counsel indicates a preference to have the matter heard on a later date.

5. **Agreed Resolutions or Withdrawals**
 - a. Parties who have **consensually resolved** a matter on the Confirmation or Mega Docket may report such agreement to chambers by uploading an agreed order **and** reporting the resolution via e-mail at J_Hopkins_Orders@ohsb.uscourts.gov or J_Buchanan_Orders@ohsb.uscourts.gov (as applicable) **by 10:00 A.M. on the day of the scheduled hearing**.
 - b. **Withdrawals** of a motion/application or response will also be accepted **until 10:00 A.M. on the day of the scheduled hearing**.
 - c. All agreed orders and withdrawals will be reviewed by the Court prior to Noon on the day of the scheduled hearing, at which time the final docket will be posted.
 - d. Compliance with this procedure shall excuse counsel from attending the hearing of a matter on the Confirmation or Mega Docket. However, any such submission presented to chambers after 10:00 A.M. on the day of the scheduled hearing will still appear on the docket and counsel's attendance shall not be excused. It is counsel's responsibility to check the final docket to determine whether the matter has been removed from the docket.

6. If appearing at a hearing telephonically, parties are directed to comply with the following procedures:
 - a. If possible, parties appearing telephonically should use a landline rather than a cell phone. Parties shall not use cell phones while in public spaces or while driving or riding in an automobile. If a cell phone is used, parties shall ensure that they have a strong cellular phone signal or use the Wi-Fi calling option on their phones.
 - b. Parties are strongly cautioned that the use and quality of Bluetooth technology, such as headphones and earbuds, may negatively affect the Court's ability to hear them and the ability of the court recording system to capture an accurate recording the proceedings.
 - c. Similarly, parties should not use the speaker phone or the "hands-free" feature of their phones when addressing the Court.
 - d. Counsel shall not connect their clients to the telephonic hearing by "conference call." If the client wishes to listen in, the client must separately call into the hearing. Unless otherwise ordered by the Court, witnesses must attend the hearing in-person.
 - e. The order of proceedings will be reflected on the docket posted on each judge's information page on the Court's website.
 - f. When connected to the conference line, all parties should "mute" their phone using the mute feature on the phone. When your case is called, please unmute your phone. If counsel has multiple cases before the Court, please re-mute your phone for cases being heard in which you are not involved.
 - g. When addressing the Court, parties shall:
 - i. wait until they are called upon by the Court to speak;
 - ii. announce his or her name each time the party starts to speak;
 - iii. make an extra effort to speak slowly, clearly and concisely;
 - iv. pause a moment before speaking as delays in the transmission of calls are common;
 - v. not "speak over" or interrupt another speaker.