

**KYEB TELEPHONIC HEARINGS**  
**CALL-IN INSTRUCTIONS**

4/22/2024

Telephonic hearings are held via toll-free teleconference. The call-in number and access codes for Motions to Extend or Impose the Automatic Stay and for Reaffirmation Agreement hearings are available on the Court's website calendar. Refer to each specific hearing at: <https://www.kyeb.uscourts.gov/calendar>.

- At least 10 minutes before the time of the hearing, dial the teleconferencing number listed below.
- Enter the access code listed below for the presiding judge.
- Place your telephone on mute, but **do not** place the call on hold.
- To avoid unnecessary feedback, please avoid using your phone's speaker-phone function.
- Wait until your case is called before speaking. Unmute your phone and **each time** you speak, identify yourself for the record.
- When your case is complete, please hang up or place your phone on mute.
- If, during the telephonic hearing, you are disconnected, hang up and call back into the telephonic hearing using the same call-in number and access code.
- **Parties MAY NOT record the hearings on any device.**

**Teleconference Number**

**(888) 363-4749**

**Chief Judge Gregory R. Schaaf**

**Access Code 9735709#**

**Judge Douglas L. Lutz**

**Access Code 6879731#**

These are general instructions which, in certain hearings, may be altered by Order of the Court. Attorneys may contact the Courtroom Deputy if they have additional questions.