

## **KYEB VIDEO HEARING INFORMATION AND COURT PROTOCOL**

The United States Bankruptcy Court for the Eastern District of Kentucky conducts hearings by video when circumstances warrant participation from outside the courthouse. These hearings may include evidentiary hearings, trials, mediations, and valuation hearings.

The Court uses Cisco® Jabber Guest™ as its video-conferencing platform. Counsel and designated parties must participate in a test video session prior to their first video hearing. The Courtroom Deputy will email video instructions to counsel that will include the test date, test video link, and a video link for the actual hearing.

### Video conference instructions will direct participants to:

- Click on the link provided.
- Install a plug-in or a free mobile application. iPhone, iPad, and Android devices should re-direct the party to the App store to install Cisco® Jabber Guest™.
- Please note:
  - For Google Chrome, the web page prompts the participant to install the Cisco® Jabber Guest™ Add-on and Cisco® Jabber Guest™ Extension.
  - For all other browsers, the Cisco® Jabber Guest™ web page prompts the participant to download and install the plug-in the first time the service is used.
  - Cisco® Jabber Guest™ for Android is supported on Android 4.1.2 or later.
  - Cisco® Jabber Guest™ for iOS is supported on iOS 7.0 or later.
- Click Call to connect.
- Enter Conference ID number (differs with each test video conference or live video hearing connection).

### Helpful tips regarding video conferencing using Cisco® Jabber Guest™:

- The device used must have an installed camera or participant must use a webcam.
- The application works best with Google Chrome and Internet Explorer.
- Firefox is not recommended.
- Network/Wi-Fi provides the clearest video and works best with the application.
- Cellular signals or traditional landlines are suitable for audio-only.

### Court protocol for video conferences:

- If a participant is disconnected or experiences a poor video connection, reconnect using the same video link information.
- The Judge may require that only the witness testifying and counsel examining the witness participate via video. All other parties may listen via the Court's teleconference number.
- *Unless authorized by the Court*, no communication of any type with a witness is permitted during their testimony.
- Counsel shall disclose whether they intend to be in the same room with the witness during the examination or examine the witness remotely.
- Counsel must both audibly object during testimony and raise a hand to gain the attention of the Court. The testifying witness shall immediately cease talking and await further direction from the Court when an objection is lodged.

- Counsel presenting or cross-examining a witness must provide copies of all exhibits to the witness in advance of the hearing in a format that allows quick access by the witness.
- If not previously filed, counsel must transmit rebuttal exhibits to the Courtroom Deputy and opposing counsel via email per the Judge's direction. The Court will then determine whether the exhibit is transmitted to the witness by email.

***Consistent with Judicial Conference policy, recording of any Court proceeding held by video or teleconference, including "screen-shots" or other audio or visual copying, is prohibited.***

Violation of these prohibitions may result in sanctions, including restricted participation in future hearings, denial of participation in future hearings, monetary or any other sanctions deemed appropriate by the Court.

These are general instructions which are subject to Order of the Court. Attorneys may contact the Courtroom Deputy with additional questions.