

Judge Karlin's Telephone Appearance Guidelines
(Revised November 6, 2017)

The following guidelines govern telephone appearances in matters being heard by Judge Karlin.

1. Matters in which telephone appearances may be permitted:

Counsel may appear by telephone for status conferences, scheduling conferences, and conferences on discovery motions. Telephone appearances on regular docket and evidentiary matters are impractical and, therefore, not generally permitted. In rare instances, if your case is on a regular docket, we may be able to move it to a status conference to allow appearances by phone¹ and, in even rarer instances, telephone appearance may be permitted for particular cases on the docket. Personal appearances are generally required at all final pretrial conferences.²

2. Who may appear by phone: In general, Judge Karlin aims to accommodate out-of-town counsel by permitting telephone appearances for non-evidentiary matters, but all counsel may appear by phone if requested. Local counsel's appearance is permitted by telephone if anyone else is participating by telephone, or if the nature and length of the hearing dictate it is simply more efficient to appear by telephone.

3. Arranging appearance by phone in advance: All arrangements for telephone conferences shall be the responsibility of the lawyer requesting to appear telephonically. Counsel wishing to appear by phone must first obtain permission by contacting the following (at least one (1) full business day prior to the scheduled appearance) for Topeka matters:

Division Manager, Joyce Ridgeway at (785) 338-5912 or by email at joyce_ridgeway@ksb.uscourts.gov, or

Assistant Division Manager, Beth Cromwell, at (785) 338-5915 or by email at beth_cromwell@ksb.uscourts.gov,

OR for Kansas City matters:

Division Manager, Judy Cowger at (913) 735-2112 or by email at

¹ You must call the Clerk's Office at least a full day in advance of the hearing to explain why your situation calls for that solution, and to hopefully advise that you have already discussed the matter with opposing counsel and know when and whether opposing counsel will be available at the different date and time you are proposing.

² Pretrial conferences may be cancelled if a joint pretrial order has been timely uploaded prior to the conference and all counsel have approved it. In some instances, if only a few items in the pretrial order need discussion, the pretrial conference may be conducted by telephone.

judy_cowger@ksb.uscourts.gov, or

Assistant Division Manager, Susan Franklin, at (913) 735-2113 or by email at susan_franklin@ksb.uscourts.gov.

They will provide the call-in instructions for your telephone appearance.

4. Cell phone usage highly discouraged during conference calls:

Unless an emergency, Judge Karlin does not allow counsel to appear via cell phone.

5. Punctuality; Failure to Appear: Telephone appearance must be timely.

If you are going to be delayed, please contact the Clerk's Office at the above numbers as well as all opposing counsel, well in advance. Should you fail to appear for a telephonic conference, your personal presence will be required at all subsequent hearings in the matter.

/s/ Janice Miller Karlin
UNITED STATES BANKRUPTCY JUDGE
DISTRICT OF KANSAS