

## JUDGE HERREN'S TELEPHONIC APPEARANCE GUIDELINES

I welcome out-of-town counsel's participation in hearings by telephone, but with some limitations and subject to the following guidelines and provisions. My goal is to keep your client's legal expense exposure at a minimum while preserving the efficiency and accessibility of the Court.

1. Matters in which telephone appearances may be permitted: Pretrial conferences (other than the final pretrial conference), scheduling conferences, and motions dockets where counsel has the need. Telephonic appearances in evidentiary matters are strongly discouraged. I still prefer personal appearances at the final pretrial conference and all pre-trial status conferences. Remember that for the final pretrial conference, counsel who will be trying the case *must* appear.

2. Who may appear by phone: In general, we aim to accommodate out-of-town counsel by permitting telephonic appearances at non-evidentiary matters. We encourage local counsel to appear in person and, welcome the appearance of out-of-town counsel in person.

3. Arranging appearance by phone: Please arrange all telephonic appearances in advance of the date of hearing by requesting to appear telephonically by contacting **Marnie Bourbonnais (316) 315-4116, or Annette Albright (316) 315-4113 of the Clerk's office in Wichita, at least one (1) business day prior to the scheduled appearance.** Upon Court approval, counsel will be provided a conference call-in number and access code to call the pretrial venue (Most pretrials are conducted in the conference room, Room 167; if there are *pro se* parties, the pretrial will be conducted in my courtroom, Room 150).

If on the hearing date counsel experience difficulty calling in or the call is dropped, *counsel should call my chambers*, (316) 315-4150. My judicial assistant, Janet, will assist you.

4. During the phone appearance: Counsel should use their phone handset. Do not utilize a speaker phone as reception is not always clear. Please keep in mind that if you are calling in to a regularly scheduled docket, counsel will be placed on hold until the matter on which you appear is called.

5. Punctuality; Failure to Appear: Like personal appearances, calls into hearings should be on time. **On the day of the hearing or conference, please call in and be ready to go 5 minutes prior to your scheduled appearance.** If you are going to be delayed, please contact Chambers at the above number. Substantial delays inconvenience not only the participants in your matter, but also on those participating in later matters. Courtesy counts. Attorneys who fail to appear for a

telephonic conference may lose their phone hearing privileges and be required to appear in person in the future.

Should there be any questions about these guidelines, please contact the Clerk's Office or my chambers staff.

/s/ Mitchell L. Herren  
UNITED STATES BANKRUPTCY JUDGE  
DISTRICT OF KANSAS

September 9, 2020