

UNITED STATES BANKRUPTCY COURT FOR THE DISTRICT OF RHODE ISLAND

PROCEDURES AND INSTRUCTIONS FOR TELEPHONIC APPEARANCES

Equipment and Setting Due to the sensitivity of our recording equipment, we ask that you note the following restrictions:

- **USE A LANDLINE** unless that is not possible as it provides the optimal sound quality for both listening and speaking.
- Please **DO NOT** use the speaker phone feature as it distorts the sounds for all participants. **MUTE YOUR LINE** until you are speaking (see instructions below where your phone is not equipped with the Mute feature).
- **Use of Headsets** – Headsets can be very useful while attending a conference call. They allow for freedom of movement, help ergonomically, and may help a participant hear better. However, the qualities of these devices vary, so be aware of the possible sound/voice issues that may arise.
- **Use of Mobile Phone Where Landline is Not Available** – Mobile phone use is possible, but not recommended. Mobile phone service drops and/or static may affect the conference. If you do call from a mobile phone, please avoid moving while speaking to avoid these issues.

Steps to Access the Conference and Protocol for Joining the Telephone Hearing:

1. Ten minutes prior to the start of the telephone conference, dial the Clerk's Office Conference Bridge at (888) 684-8852.
2. Enter the Access Code 7978727#
3. When prompted, enter the Participant Security Code, which for this session is XXXXXX, then press pound (#).
4. You will be prompted for your name. At the tone, state your name for the voice conferencing system. You will then be connected to the conference bridge.
5. Upon entry into the conference, understand there may be multiple hearings taking place so please immediately MUTE your phone and wait until your case is called to identify yourself.
6. When your case is called, please state your name for the record and affiliation.
7. Attorneys should indicate if their client has joined the call and that the client understands the client is in "listen only" mode.

During the Telephonic Hearing

- Identify yourself each time you speak.
- Speak clearly and pause frequently when delivering complicated material.
- **DO NOT INTERRUPT.** Interruptions delay the hearing and make transcribing difficult.
- When you hear the Judge speaking, please stop talking so that the Judge can ask a question or otherwise.
- Notify the Courtroom Deputy immediately via e-mail Pamela_Ricciarelli@rib.uscourts.gov , if you are having technical issues as soon as they arise to avoid issues with the Judge and/or transcriptionist understanding the proceedings.

Exiting the Telephonic Hearing

- Do not hang up until the hearing that you are involved in is adjourned or the court indicates that your presence is no longer necessary.

Questions

- Contact the Courtroom Deputy, Pamela Ricciarelli at 401-626-3136 or via e-mail; Pamela_Ricciarelli@rib.uscourts.gov if you have any questions.