

UNITED STATES

Andrea K. McCord, Judge
Lee H. Hamilton Federal
Building and United States
Courthouse, 121 W. Spring
St., New Albany, IN 47150



BANKRUPTCY COURT

(812) 542-4570

NOTICE TO THOSE APPEARING BEFORE JUDGE ANDREA K. MCCORD

Regarding General Order 23-0001 in re: Resumption of In-Person Hearings. On March 1, 2023, the Court will return to in-person hearings as the default location for all matters, with the following exceptions:

- pretrial conferences;
- matters previously scheduled to take place on or after March 1, 2023 by AT&T Teleconference (“Telephone”), Zoom.gov videoconference (“Zoom”), or a hybrid of in-person and Zoom (“Hybrid”) (collectively, a “Virtual Hearing”);
- matters specifically scheduled as a Virtual Hearing by the Court to occur on or after March 1, 2023;
- unless the Court orders otherwise

Judge McCord will be implementing the following procedures for individual requests to attend in-person hearings virtually or converting existing in-person hearings.

1.) Individual Requests to **Appear** Virtually –

Within 72 hours prior to the hearing, the individual wishing to appear virtually should contact the appropriate Courtroom Deputy by email, Amy Massey (amy_massey@insb.uscourts.gov) for New Albany cases, Jennifer Hobgood (jennifer_hobgood@insb.uscourts.gov) for Evansville cases, or Maggie Twigg (maggie_twigg@insb.uscourts.gov) for adversary proceedings. Parties are to copy opposing counsel and/or the trustee, and a reason for the request is required for the request to be considered. In the event of such request, you will receive return correspondence regarding the status of your request.

2.) **Convert** Entire Hearing to Virtual –

An Agreed Motion for Authority to Convert Hearing must be filed **at least (7) business days** prior to the scheduled hearing. The Court may deny the request or grant the request and convert the hearing from in-person to a virtual hearing. If the Court approves a request to convert an in-person hearing to a virtual hearing, the change in location will be reflected on the case docket by a PDF notice or a minute entry that includes the pertinent Telephone or Zoom information. The party requesting such accommodations is required to provide

the Telephone or Zoom information to interested parties not registered with the Court's Electronic Case Filing system.

If Judge McCord approves a party's request to attend an in-person hearing by Telephone or Zoom, the party may join the hearing by using the judge's Telephone or Zoom information located within Judge McCord's Procedures on the Court's website under the Judge's Info tab.

Parties wishing to present documentary evidence during a virtual hearing are required to follow the procedures outlined in General Order 23-0002. Parties are expected to follow the instructions within the Zoom Video Hearing Guide for Participants found on the Court's website.