

UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF INDIANA
121 W. Spring Street, Room 127
New Albany, Indiana 47150

Andrea K. McCord
United States Bankruptcy Judge
Andrea_McCord@insb.uscourts.gov



(812) 542-4570

**NOTICE TO ATTORNEYS AND PARTIES APPEARING
BEFORE JUDGE ANDREA K. MCCORD**

Due to the current circumstances and the closure of the Indiana Federal Courthouses to all but court personnel, beginning immediately and until further notice, all hearings before Judge McCord will be telephonic regardless of any conflicting court notice or minute entry.

Chapter 13 Hearings

If you are appearing telephonically for Chapter 13 hearing day, you should consult Judge McCord's calendar posted on both the Court's website (www.insb.uscourts.gov) and CHAP mobile. The Chapter 13 calendar is finalized no later than 9:00 A.M. on Chapter 13 days and the cases are called in the order in which they appear on the calendar. It is encouraged that you use the calendar posted by 9:00 AM to follow the progress of the hearings so that you can be prepared when your case is called and the hearings can proceed expeditiously. There is no need for a party to ask the Court to appear telephonically. Attorneys and their clients shall not attend the hearings in person.

Etiquette for Telephonic Hearings

Parties appearing telephonically are encouraged to call into the Court using a land line, if possible. Remember, the hearing in which you are appearing is on the record and therefore you should state your name clearly along with the party you are representing when first speaking. State your name before speaking each time thereafter. Try not to speak while others are speaking. Do not place your call on hold because your phone system's "hold music" will be heard in the courtroom and recorded. Instead, all callers shall keep their phones muted unless addressing the Court.

Exhibit(s) and/or Testimony

Any attorney wishing to submit and introduce exhibits during a telephonic hearing should take the following steps. First, email Amy Massey for New Albany cases (amy_massey@insb.uscourts.gov) or Jenni Hobgood for Evansville cases (jennifer_hobgood@insb.uscourts.gov) and let them know you are going to submit an exhibit. Second, email that exhibit with the case name and number in the subject line to the appropriate Courtroom Deputy and any party participating in the hearing in PDF form. The submission of an exhibit to the Courtroom Deputy does not mean that the exhibit is part of the record or will be admitted. Such a determination will be made during the hearing by the Court.

If a party believes evidence by testimony will be presented, please contact chambers in advance of the hearing. The Court may continue that hearing, or, if a continuance is not practicable or possible, the Court may, at its sole discretion, temporarily allow parties to call witnesses and to do direct and cross examination of witnesses telephonically. However, pre-approval of the calling of such witness(es) is required.

Parties are instructed to review General Order 20-0004 for further guidance.

Call-in number: (877) 873-8018
Passcode: 1337825