

Jeffrey J. Graham, Judge
Birch Bayh Federal Building
and United States Courthouse
46 East Ohio Street, Room 317
Indianapolis, IN 46204



**NOTICE TO THOSE APPEARING
BEFORE JUDGE JEFFREY J. GRAHAM-JULY 1, 2021**

The Birch Bayh Federal Building and U.S. Courthouse is open to the public. **Effective July 6, 2021, Judge Graham will begin holding in-person hearings in Room 311, subject to the following: (1) pretrial conferences will continue to be held telephonically; (2) Indianapolis omnibus chapter 13 hearings set on Tuesdays will continue to be held telephonically; (3) Terre Haute omnibus chapter 13 and 7 hearings set on Thursdays will continue to be held telephonically; and (4) hearings and/or trials currently scheduled as telephonic or Zoom.gov videoconference will remain as scheduled absent further action by the Court. Parties will be expected to wear masks in the Courtroom except for witnesses when testifying and attorneys or pro se litigants when speaking.**

Parties with in-person hearings or trials may request to appear by Zoom.gov videoconference or by telephone by contacting the appropriate Courtroom Deputy (Heather Heiser-Davis (heather_heiser-davis@insb.uscourts.gov) for Indianapolis cases, Jenni Hobgood (jennifer_hobgood@insb.uscourts.gov) for Terre Haute cases, or Laura Trepes (laura_trepes@insb.uscourts.gov) for adversary proceedings) **no later than three (3) business days before the scheduled hearing or trial.** In the event of such a request, the Court may deny the request, grant the request as to the requesting party only, or grant the request and convert the in-person hearing to telephonic or Zoom.gov videoconference.

Parties wishing to present documentary evidence during a hearing or trial conducted telephonically or by Zoom.gov videoconference are required to follow the procedures outlined in General Order 20-0004. In addition, the attorney or pro-se litigant seeking to introduce documentary evidence must email pre-marked exhibits with the case name and number in the subject line to the appropriate Courtroom Deputy no later than 24 hours in advance of the hearing or trial date and time. If possible, please attach all exhibits to the same email for ease of retrieval and viewing during the hearing or trial. Please direct any questions you have about how to transmit exhibits to the appropriate Courtroom Deputy in advance of the hearing.

As always, please note that each Judge in the Southern District of Indiana may have their own courtroom procedures and that those procedures may periodically change as we transition from remote to in-person hearings. You should refer to the Court's website, www.insb.uscourts.gov, click on the Judges' Info tab, click on the appropriate judge, and view each judge's procedures under the Communication tab. When in doubt, please contact the Staff Attorney for each judge.