UNITED STATES

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

BANKRUPTCY COURT

(317) 229-3870
Jeff_Graham@insb.uscourts.gov

NOTICE TO THOSE APPEARING BEFORE JUDGE JEFFREY J. GRAHAM

The default location for hearings and/or trials will be live and in-person, subject to the following: (a) pretrial conferences will be via Zoomgov.com videoconference ("Zoom"); and (b) unless otherwise ordered by the Court.

The Court will consider, on a case-by-case basis, requests to appear by, or convert a hearing to, telephone, Zoom or a hybrid of in-person and Zoom ("Hybrid"). Parties are to make such requests by contacting Judge Graham's Courtroom Deputy Brian Bernhardt (Brian_Bernhardt@insb.uscourts.gov, (317) 229-3819) for Indianapolis and Terre Haute bankruptcy cases or Heather Heiser-Davis (heather_heiser-davis@insb.uscourts.gov, (317) 229-3872) for all adversary proceedings as soon as practicable. The Court may deny the request or grant the request and (a) convert the hearing from in-person to one by telephone, Zoom or Hybrid; or (b) allow a request to appear at the in-person hearing by telephone or Zoom.

If the Court approves a request to convert an in-person hearing to telephone, Zoom or Hybrid, 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 accommodation is required to provide the telephone or Zoom information to interested parties not registered with the Court's Electronic Case Filing system. Telephone and Zoom information for Judge Graham are located at the end of this Notice.

If the Court approves a party's request to attend an in-person hearing by telephone or Zoom, the party may join the hearing by using Judge Graham's telephone or Zoom information. It is the responsibility of the party attending an in-person hearing via telephone or Zoom to obtain any documentary evidence that is, or may be, used at such hearing.

Parties wishing to present documentary evidence during a hearing conducted by telephone, Zoom or Hybrid are required to follow the procedures outlined in General Order 23-0002. In addition, all participants in a Zoom or Hybrid hearing, including counsel, parties and witnesses, are expected to follow the instructions within the Zoom Video Hearing Guide for Participants found on the Court's

website. Parties are reminded that telephone, Zoom and Hybrid hearings are official court proceedings during which all participants are to act accordingly, and that Zoom and Hybrid hearings require attire consistent with the decorum of a court proceeding.

Any party appearing by telephone or Zoom must connect to the hearing from a quiet location, not use a speakerphone, and mute the connection when not speaking. Do not place the hearing on hold. If you place the hearing on hold or do not mute your line, the Courtroom Deputy may mute your line or disconnect you from the hearing. You are urged to test your setup and equipment prior to any hearing.

Participants by telephone and Zoom are reminded of the general prohibition against photographing, recording, and rebroadcasting of Court proceedings. In addition, participants by telephone and Zoom should be aware of General Order 24-0001 that restricts public access to bankruptcy court proceedings in certain circumstances. Violations of these prohibitions may result in sanctions, including removal of court issued media credentials, restricted entry to future hearings, denial of entry to future proceedings, or any other sanction(s) deemed necessary by the Court.

Judge Graham's telephone information is as follows:

- Phone Number: 1-571-353-2301
- Access Code: 158299259

Judge Graham's Zoom information is as follows:

- Website: https://www.zoomgov.com
- App: Zoom on either iOS or Android will also work
- Meeting ID: 160 2312 6397
- Phone (for those who wish to listen but not actively participate):
  - 1-551-285-1373 or
  - 1-646-828-7666