

# UNITED STATES BANKRUPTCY COURT

SOUTHERN DISTRICT OF INDIANA

Lee H. Hamilton Federal Building  
and United States Courthouse  
121 West Spring Street, Room 127  
New Albany, Indiana 47150

Andrea K. McCord  
United States Bankruptcy Judge  
(812) 542-4570



## NOTICE TO THOSE APPEARING BEFORE JUDGE ANDREA K. MCCORD IN INDIANAPOLIS, EVANSVILLE, AND NEW ALBANY

The default location for all matters will be live and in-person subject to the following: (a) pretrial conferences will be held via telephone; and (b) unless otherwise ordered by the Court.

Judge McCord has implemented the following procedures for individual requests to attend in-person hearings virtually or converting existing in-person hearings to either a Zoom or telephone hearing.

### 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](mailto:amy_massey@insb.uscourts.gov)) for Indianapolis, Evansville, and New Albany bankruptcy cases, or Maggie Twigg ([maggie\\_twigg@insb.uscourts.gov](mailto:maggie_twigg@insb.uscourts.gov)) for Indianapolis, Evansville and New Albany adversary proceedings. Parties are to copy opposing counsel and/or the trustee, and a reason for the request is required for consideration. 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 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 McCord's Telephone or Zoom information located at the end of this Notice.

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.

### 3.) Motions to Continue –

Any motions to continue a hearing must be filed **at least 72 hours** before a scheduled hearing. If the motion is filed within 72 hours of the scheduled hearing, it must reflect opposing counsel's consent or otherwise state a compelling reason for the requested continuance. The motion must at least reflect that a timely attempt to obtain opposing counsel's consent was made. Failure to state that such an attempt was timely made may result in the motion being denied.

Judge McCord's telephonic Cisco conference line information are as follows:

- Phone Number: 571-353-2301
- Call ID: 528073846

Judge McCord's Zoom information are as follows:

- Website: <https://www.zoomgov.com/>
- Meeting ID: 161 7849 4825
- Phone number for those who wish to listen but not actively participate:
  - 551-285-1373
  - 646-828-7666