

## STEPS THAT MUST BE TAKEN TO APPEAR BY TELEPHONE

1. Under no circumstances may anyone appear using a cell phone.
2. **In cases other than Complex Chapter 11 cases, counsel may appear by telephone, only upon the granting of a motion seeking leave to appear by telephone. In Complex Chapter 11 cases, counsel may appear by telephone, upon arrangements with the Case Manager, Robin Stennis (whose phone number is 713-250-5405).**
3. When counsel is permitted to appear by telephone, the counsel appearing by telephone should contact the Case Manager for instructions. Counsel who wish to appear by telephone will be required to dial the designated telephone number (713-250-5577) ten minutes prior to the commencement time in order to provide the Courtroom Deputy with the appearance information before the hearing commences.
4. When a matter is called, Judge Bohm will take appearances. Counsel (or parties, if not represented by counsel) should state their name, and all parties they represent.
5. In order to make a proper record, counsel appearing by telephone should state the counsel's name each time the counsel speaks.
6. While appearance on the telephone is permitted, Judge Bohm will not take evidence over the telephone (including the questioning of witnesses present in the courtroom).
7. If anyone appearing by phone makes too much noise—such as shuffling paper, typing on a keyboard, conducting interoffice conversations, etc.—the Court reserves the right to disconnect the telephone line.
8. The Court may impose sanctions on anyone who fails to comply with these rules.