



**IN THE UNITED STATES BANKRUPTCY COURT  
FOR THE DISTRICT OF PUERTO RICO**

María de los Ángeles González  
Clerk of Court

Jose V. Toledo U.S Courthouse  
300 Recinto Sur St., Suite134  
San Juan, PR 00901

Notice 20-12

MCS Building Suite 222A  
880 Tito Castro Ave.  
Ponce, PR 00716-4732

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**Notice to the Bar and the Public**

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**In Re: Procedures for Remote Appearances**

In order to ensure the safety of everyone during the COVID-19 pandemic, certain court hearings will be conducted via Skype for Business instead of face-to-face appearances by attorneys and self-represented individuals.

All parties that wish to appear at a Skype hearing must familiarize themselves with and follow the special rules and procedures below.

If you do not have access to e-mail and/or the internet and wish to appear at a Skype hearing, you must call the Clerk's office at (787) 977-6000 at least 24 hours prior to the hearing to get a Conference ID. On the day of the Skype hearing, you can dial (787) 291-9304, enter the Conference ID, and press # to connect to the hearing.

## **RULES FOR APPEARANCES**

### **Before the hearing**

1. Attorneys and parties (including debtors) that wish to attend over the internet a Skype hearing must send their name and e-mail address, no later than 24 hours before the hearing, to the respective judge's calendar clerk:

[Eduardo\\_Bujosa@prb.uscourts.gov](mailto:Eduardo_Bujosa@prb.uscourts.gov) (MCF);

[Darhma\\_Zayas@prb.uscourts.gov](mailto:Darhma_Zayas@prb.uscourts.gov) (ESL);

[Carmen\\_Figueroa@prb.uscourts.gov](mailto:Carmen_Figueroa@prb.uscourts.gov) (BKT); and

[Alvin\\_Centeno@prb.uscourts.gov](mailto:Alvin_Centeno@prb.uscourts.gov) (EAG).

The subject line of the e-mail must include the case number and the date and time of the hearing.

2. The court will send an invitation to join the Skype hearing (the "Skype E-mail Invite") to the e-mail address you provided as per paragraph 1 above.

3. There are two ways to join over the internet the Skype hearing: the desktop or web application of Skype for Business. The web application is not compatible with Mac computers.

4. If using the desktop application of Skype for Business, you need to have the application installed on your device (computer, tablet, or smartphone). Microsoft may charge a fee for use of the desktop application.

5. We encourage you to contact the court's Systems Division at [systems@prb.uscourts.gov](mailto:systems@prb.uscourts.gov) at least 24 hours before the Skype hearing to coordinate an internet/connectivity test. **However, the court is not responsible for providing technical support, software, or equipment to resolve any problem you may have using Skype for Business.**

6. Your device must have a working microphone, camera, and speaker.

7. It is highly recommended that you use a headset with a microphone, earphones, or earbuds and connect to the Skype hearing from a quiet and suitable location. Please minimize surrounding noise in order to maximize the transmission quality.

8. **Please ensure that the location you select to appear at the Skype hearing has sufficient cellular signal or internet bandwidth to enable an audio-visual connection.**

9. If you do not have access to e-mail and/or the internet and wish to appear at a Skype hearing, you must call the Clerk's office at (787) 977-6000 at least 24 hours prior to the hearing to get a Conference ID. On the day of the Skype hearing, you can dial (787) 291-9304, enter the Conference ID, then press # to connect to the hearing. [During the hearing: The courtroom deputy may mute the microphone on your telephone. When instructed by the courtroom deputy to unmute your microphone, you must press \* then 6 on your telephone.]

10. Parties must confer before the Skype hearing to attempt to reach any stipulation or agreement.

11. You must connect to the Skype hearing no later than 15 minutes prior to the scheduled time of the hearing.

### **During the hearing**

1. When admitted to the hearing, state your name and who you represent and immediately thereafter inform the courtroom deputy of any stipulation or agreement you reached.

2. Thereafter, also state your name each time you speak.

3. Please speak clearly and slowly.

4. **Have your microphone on MUTE unless you are addressing the court.**

5. Adhere to the rules for courtroom decorum (including proper attire). **Because Skype for Business allows more than one speaker to be heard at a time, you must be civil and respectful and allow the person who is speaking to finish before you speak. This is essential for a clear audio recording.**

6. After your Skype hearing is finished and you have been excused by the judge, you may disconnect if you have no other hearing.

7. **The court will be recording the Skype hearing. Everyone (including attorneys, parties, the media, and the general public) is reminded that it is strictly prohibited to record or broadcast a court hearing.**

8. Digital audio files of the Skype hearing will not be available on the case docket. But you may contact the Clerk’s Office to obtain an audio recording.

**PROCEDURES FOR APPEARANCES OVER THE INTERNET**  
**USING SKYPE FOR BUSINESS**

1. You will receive a Skype E-mail Invite from the court inviting you to the Skype hearing which will look as follows:

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[Join Skype Meeting](#)

Trouble Joining? [Try Skype Web App](#)

Join by phone

Toll number: (787)291-9304,,XXXXXXXXX# (Dial-in Number)

English (United States)

[Find a local number](#)

Conference ID: XXXXXXXX

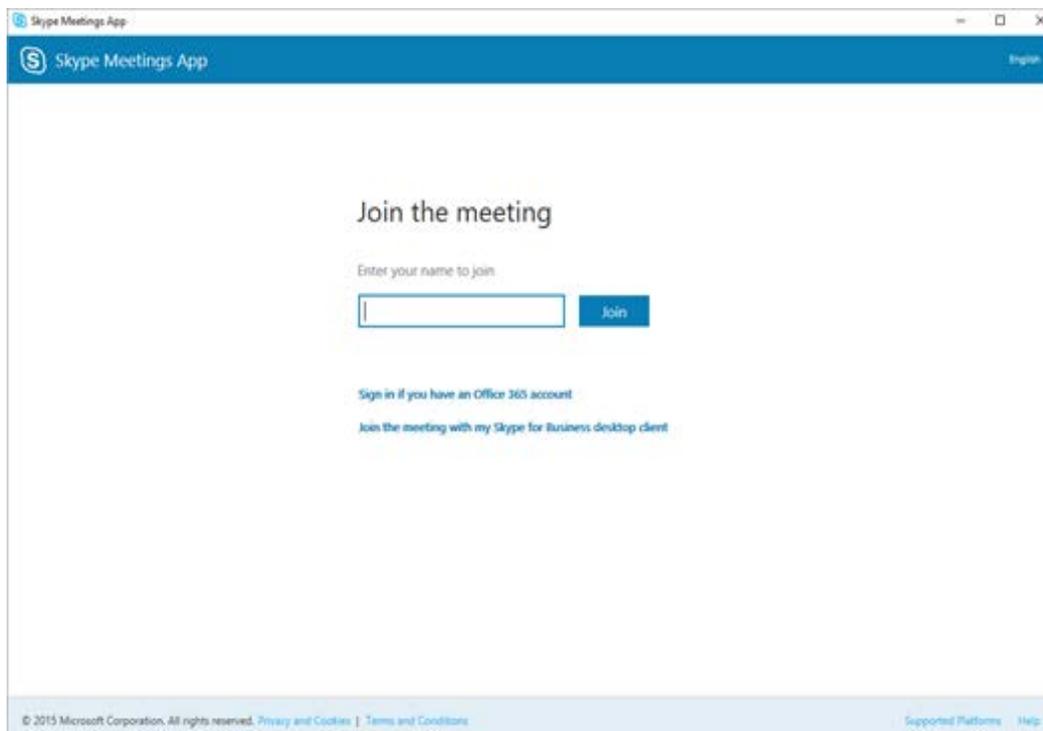
2. Please accept the Skype E-mail Invite (and if you have an Outlook calendar make sure that the Skype hearing is posted in your calendar).

3. On the day of the Skype hearing, go to the Skype E-mail Invite (or your Outlook calendar), at least 15 minutes before the hearing, to join the Skype hearing.

4. If you are joining with the desktop application, click the [Join Skype Meeting](#) link in the Skype E-mail Invite. Go to step 5 below if this does not work.

5. If you are joining with the web application, click the [Try Skype Web App](#) link found in the Skype E-mail Invite. If this does not work, you can dial (787) 291-9304, enter the Conference ID found in the Skype E-mail Invite, and press #.

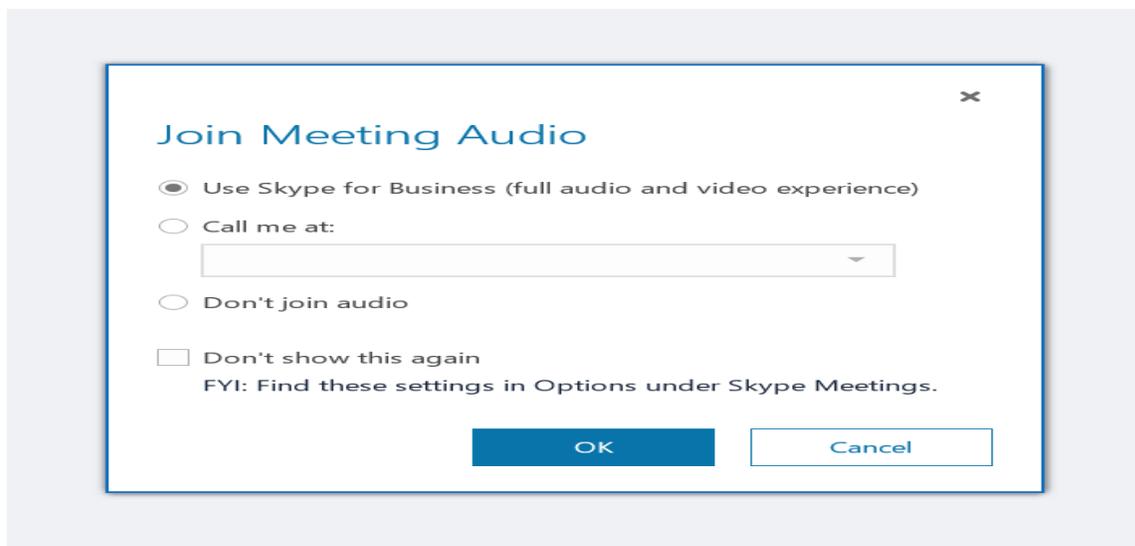
6. You will be prompted to "Join the meeting." Please enter your name and click "Join."



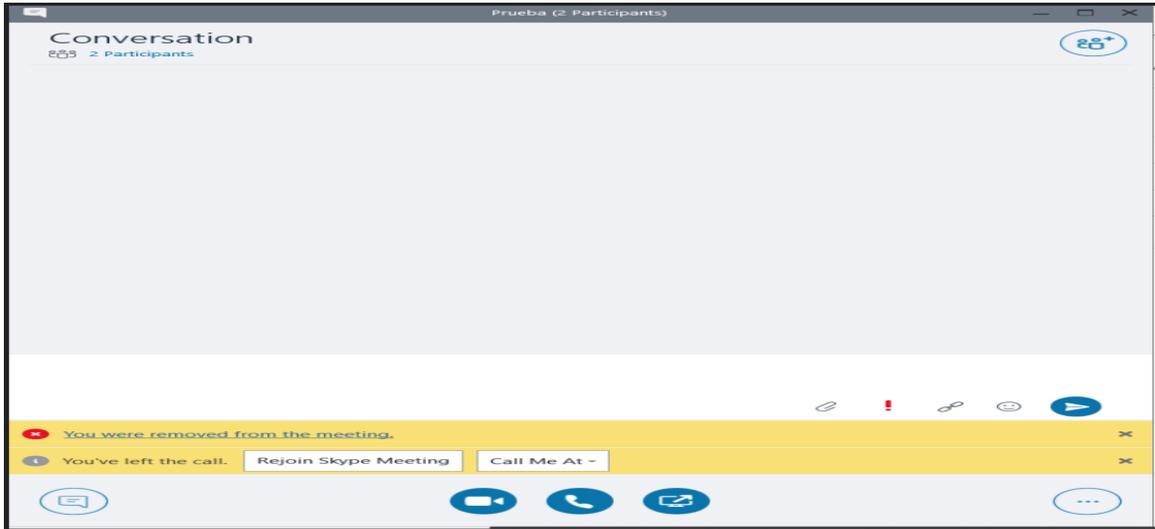
7. Once connected, you will see the screen below. You will have to wait in the virtual lobby before being let into the hearing by the courtroom deputy. **Please be patient.**



8. Once you are let into the Skype hearing, you will see the following screen. Please select **Use Skype for Business (full audio and video experience)** and press Ok." After a few seconds, you will be admitted into the Skype hearing.



9. Please follow the instructions of the courtroom deputy. The courtroom deputy may ask you to wait again in the virtual lobby if your hearing is not first on the calendar. If this happens, you will see the following screen:



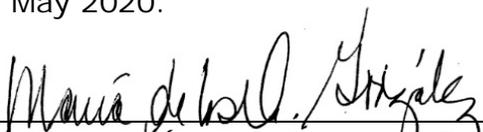
10. When you see the above screen, click "**Rejoin Skype Meeting.**" This will put you in the virtual lobby again. Please wait there until you are admitted again into the Skype hearing by the courtroom deputy.

11. If you are disconnected for any reason, go to your Skype E-mail Invite (or Outlook calendar) and follow the instructions above to join again.

12. If you do not have any more matters pending and are excused by the judge from the hearing, you may hang up to terminate your participation.

**Your cooperation is essential to conduct successfully a hearing via Skype for Business during the COVID-19 pandemic. We thank you for that cooperation.**

In San Juan, Puerto Rico, this 4<sup>th</sup> day of May 2020.

  
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María de los Angeles González, Esq.  
Clerk of Court