



**The Honorable Tiiara N.A. Patton
United States Bankruptcy Court
Northern District of Ohio, Eastern Division**

Nathaniel R. Jones Federal Building & U.S. Courthouse
10 East Commerce Street
Youngstown, Ohio 44503-1621 Phone: (330) 742-0950

**Judge Patton’s Procedures for Appearing via Zoom®
Video Communications (Effective August 21, 2023) (Revised August 11, 2023)**

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Court Appearance – In Person and Video Conference Hearings

Effective August 21, 2023, unless otherwise ordered by the Court, the presumption is that all proceedings before Judge Patton (either scheduled by the Court or through self-calendaring) will take place in person except pretrial conferences, status conferences, and discovery hearings, which will be conducted via video conference (“Video Conference Hearing”) using the Zoom® Video Communications (“Zoom”) application. Unless otherwise ordered by the Court, Any party who will not be presenting evidence or argument may request to appear at the hearing virtually using Zoom by adhering to the procedures herein.

A Zoom hearing is an official Court proceeding and appropriate conduct and courtroom attire is required. Disruptions or inappropriate behavior may result in removal. ***Under no circumstances may any Zoom participant photograph, record, or broadcast the proceedings or the participants.***

General Remote Participation Procedures

- A. Punctuality & Presence – As with in-person hearings, participants in Video Conference Hearings must be present in the “virtual courtroom” when their case is called by the Court. Participants must account for the time needed to connect to the virtual hearing and be cleared through the applicable waiting room. If a participant fails to timely appear for their hearing, they may be deemed to have waived their appearance and the Court may proceed without them. To avoid this result, all participants must join the Video Conference Hearing not less than ten (10) minutes prior to the start of the virtual hearing. Participants should be aware that, based on the number of items on the Court’s docket, a hearing may not begin at its scheduled time. If a participant is scheduled to appear in front of another bankruptcy judge at the same time, it is highly recommended that they contact Judge Patton’s Chambers in advance of the scheduled hearing to apprise the Court of the potential conflict.
- B. Notice of Emergency Filings – Participants are reminded that Chambers staff do not receive immediate electronic notices of filings. Therefore, it is important that parties notify chambers staff of any emergency filings or other matters that require immediate attention.

Video Conference Hearing Procedures

- A. Mandatory Appearance by Zoom – All Video Conference Hearing participants are required to appear by Zoom and must comply with these procedures.
- B. Video Conference Hearing Exemption – Participants without video conferencing capabilities must immediately contact Judge Patton’s Courtroom Deputy, Evelyn Ross (evelyn_ross@ohnb.uscourts.gov or (330)

742-0950), to make alternative arrangements. Absent emergency circumstances, such arrangements must be made no later than one (1) business day prior to the scheduled hearing date.

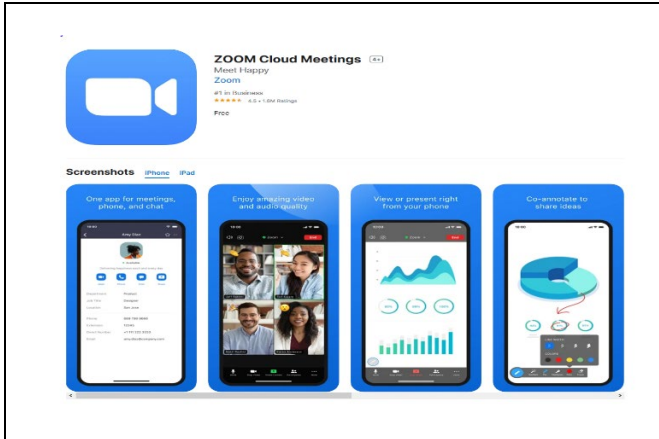
- C. Registering for Video Conference Hearings – All parties wishing to appear at a Video Conference Hearing must pre-register by emailing Judge Patton’s Courtroom Deputy, Evelyn Ross, at PattonZoom.Registration@ohnb.uscourts.gov by no later than 4:00 p.m. three (3) business days prior to the scheduled hearing date. The registration email must include the following information:
- Case name and case number;
 - Hearing date and time(s);
 - Participant’s name, law firm, address, and telephone number; and
 - Name of party/ parties whom participant represents.
- D. Joining Video Conference Hearings – After registering for the Video Conference Hearing, participants will receive a confirmation email containing meeting information and the requisite links to join the Video Conference Hearing. To join by computer, click on the meeting link in the confirmation email or, alternatively, enter the “Meeting ID” provided in the confirmation email into the Zoom mobile or desktop application. Participants will be placed into a waiting room and admitted into the main conference by the Video Conference Hearing host.
- E. Entering a Video Conference Hearing Appearance/Screen Name – Once participants are connected to the Video Conference Hearing, they **must** provide their full name (first and last name required) as their Zoom “screen name” (i.e., the name displayed upon entry into the Zoom hearing). In hearings with large number of participants, the Court may use the screen name to take the entry of appearance for the record.
- F. Rules for Video Conference Hearing Participation – Participants appearing at Video Conference Hearings must abide by the following directives at all times. Failure to comply with these procedures may result in the Court imposing sanctions, including but not limited to, monetary sanctions and/or suspension of electronic filing privileges.
1. *Basic Prohibition* – The following actions are prohibited while connected to a Video Conference Hearing: (a) use of a device while in a vehicle or a public place; (b) conversing with anyone outside of the hearing during the hearing; (c) failing to keep an audio microphone on “mute” when the participant is not

speaking; (d) placing the Court on “hold” during a hearing; and (e) allowing any background noise to interfere or disturb the proceedings. Once the participant’s matter is called, they must remain seated and stationary at all times.

2. *Hearing Attire and Surroundings* – Participants are required to appear in appropriate courtroom attire. Virtual backgrounds are permitted solely to the extent that it involves a solid, neutral background.
3. *Minimization of Noise Interference* – Participants must make a concerted effort to minimize all background noise and shall silence any devices that may make noise (e.g., telephones, cell phones, messaging, and email alerts). All parties are responsible for the quality of their audio connection. The Court strongly recommends that participants wear a corded headset with a microphone during hearings. Should participants choose to use a wireless device, such as AirPods or other Bluetooth-enabled devices, they must remain in close proximity to the connection source and avoid movement that would interfere with the signal.
4. *Recording* – No participant may record any part of the hearing, whether by use of video conferencing recording capabilities, third-party applications, photographs, screenshots, or by any other means.
5. *Screen-Sharing* – Screen-sharing capabilities will be disabled for non-Court personnel during Video Conference Hearings. For evidentiary hearings, participants are directed to comply with the exhibit submission procedures outlined in the order scheduling the evidentiary hearing.

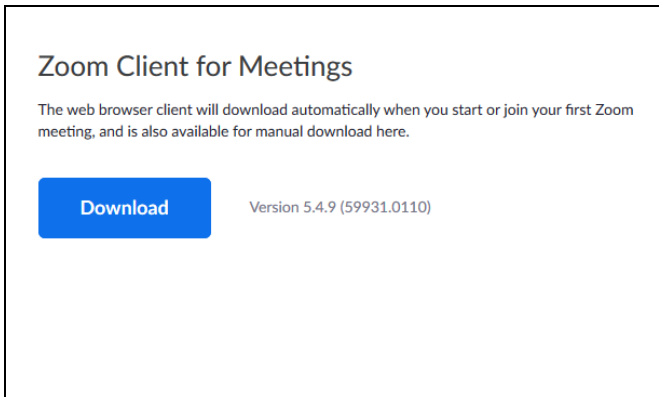
Zoom Operating Instructions – For the purpose of ensuring a smooth and efficient Video Conference Hearing, all participants shall review the following information prior to the scheduled hearing to familiarize themselves with the Zoom application and its feature:

- A. Hardware – Zoom is compatible for use on mobile devices (such as a smartphone or tablet) as well as personal computers (such as a laptop or desktop) that have camera and microphone functions.
- B. Installation/Update of Zoom – To participate in the Video Conference Hearing, participants will need to install the Zoom application on a mobile device (smartphone or tablet) or install the Zoom software on a personal computer (desktop or laptop). If you already have Zoom installed on your device, you must ensure the application is updated to the most recent version.



Participants who are using a mobile device (smartphone or tablet) can download the Zoom application from their application store.

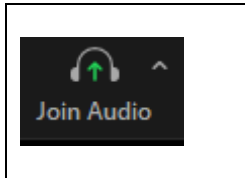
You do not need to create a Zoom account. Installing the Zoom application is all that is required to participate in the Video Conference Hearing.



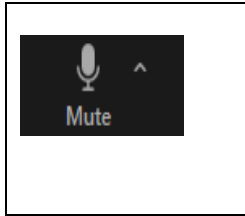
Participants who are using a personal computer (desktop or laptop) can download the Zoom software from <https://zoom.us/download>

You do not need to create a Zoom account. Installing the Zoom software is all that is required to participate in the Video Conference Hearing.

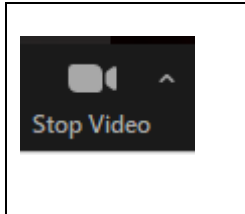
- C. Mandatory Speed & Compatibility Tests – Prior to the scheduled Video Conference Hearing, all participants are directed to test their device compatibility with Zoom requirements and their internet connection speed to ensure that it is at least 3 Mbps. Participants can conduct such tests at <https://zoom.us/test>. Tests must be performed on the same device that will be used to participate in the Video Conference Hearing.
- D. Screen Mode – Participants are expected to view the Video Conference Hearing using the “Speaker View” mode.
- E. Additional Assistance – For additional assistance using the Zoom application, please consult the Zoom “Help Center” at <https://support.zoom.us/hc/en-us> which offers “Quickstart Guides” and video tutorials.



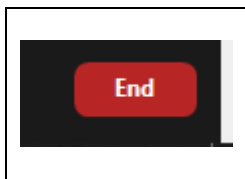
When you join the Video Hearing Conference, the audio icon will look like the image on the left. Click the audio icon and follow the prompts to connect to the Video Hearing Conference.



The microphone icon will look like the image on the left. Click the microphone icon to “mute” and “unmute” yourself. A red diagonal line through the microphone icon indicates that you are muted (**Red** = muted).



The camera icon will look like the image on the left. Click the camera icon to turn your camera on and off. A red diagonal line through the camera icon indicates that your camera is off. Please confirm that your camera is turned on during the Video Conference Hearing.



The “end” icon will look like the image on the left. Press the exit icon to leave the Video Conference Hearing.

F. Other Matters –

1. If counsel or an unrepresented party is unable to participate during a scheduled Video Conference Hearing or a matter is not ready for adjudication, parties are encouraged to continue the matter to a future hearing date using the procedures for “Continuances” set forth in [Judge Patton’s General Practices and Procedures \(Revised August 11, 2023\)](#). Such requests will be liberally granted provided that adequate notice is given to other parties in interest.
2. Counsel and unrepresented parties are strongly encouraged to check the Court’s hearing calendar docket frequently for any changes that may occur.
3. If you have a problem connecting to your hearing, immediately contact Judge Patton’s chambers at (330) 742-0950.

Exhibit A – Form Notice of Hearing (Youngstown)

**UNITED STATES BANKRUPTCY COURT FOR THE
NORTHERN DISTRICT OF OHIO
EASTERN DIVISION**

In re:

<Debtor(s) Name(s)>,

Debtor<s>.

Chapter <Number>

Case No. <Number> (TNAP)

Judge Tiara N.A. Patton

**NOTICE OF HEARING
FOR [TITLE OF MOTION OR APPLICATION]**

PLEASE TAKE NOTICE that on [DATE] [MOVANT’S NAME] filed the [TITLE OF MOTION OR APPLICATION] (Docket No. ____) (the “Motion” or “Application”).

Your rights may be affected. You should read these papers carefully and discuss them with your attorney, if you have one. If you do not have an attorney, you may wish to consult one.

If you do not want the Court to grant the [Motion or Application], or if you want the Court to consider your views on the [Motion or Application] at a hearing, then on or before **[INSERT DATE]**, you or your attorney must:

File with the Court an objection/response at:

United States Bankruptcy Court
Nathaniel R. Jones Federal Building & U.S. Courthouse
10 East Commerce Street
Youngstown, Ohio 44503 – 1621

If you mail your objection/response to the Court, you must mail it early enough so the Court will **receive** it on or before the date stated above.

Mail a copy of your response to:

[INSERT MOVANT’S MAILING ADDRESS]

Please take further notice that a hearing on the [Motion/Application/Objection] will be held on _____, 20__ at _____: _____ .m. prevailing Eastern Time (the “Hearing”), or as soon as thereafter as this matter may be heard, before the Honorable Tiara N.A. Patton. The Hearing will be conducted both (i) in person at the Nathaniel R. Jones Federal Building & U.S. Courthouse, 10 East Commerce Street, Youngstown, Ohio 44503-1621, and (ii) via the Zoom® Video Communications application (“Zoom”). Unless otherwise ordered by the Court, any party who will not be presenting evidence or argument may request to appear virtually via

Zoom. Parties must pre-register by emailing Evelyn Ross, Judge Patton’s Courtroom Deputy, at PattonZoom_Registration@ohnb.uscourts.gov by no later than 4:00 p.m. three (3) business days prior to the scheduled hearing. The hearing registration email must include the following information: (a) case name and case number; (b) hearing date and time(s); (c) participant’s name, address, and telephone number; and (d) name of party/parties whom participant represents.

All participants appearing by Zoom shall comply with *Judge Patton’s Procedures for Appearing via Zoom® Video Communications (Effective August 21, 2023)*, which can be found on the Court’s website. Persons without video conferencing capabilities must immediately contact Evelyn Ross, Judge Patton’s Courtroom Deputy, at (330) 742-0950 to make alternative arrangements. Absent emergency circumstances, such arrangements must be made no later than three (3) business days prior to the scheduled hearing date. The hearing may be continued from time to time until completed without further notice except as announced in open court.

Dated: _____

Signature of Attorney for Movant/Applicant

Printed Name of Attorney for Movant/Applicant (Bar Number)

Address

Telephone Number

Exhibit B – Form Notice of Hearing (Canton)

**UNITED STATES BANKRUPTCY COURT FOR THE
NORTHERN DISTRICT OF OHIO
EASTERN DIVISION**

In re:

<Debtor(s) Name(s)>,

Debtor<s>.

Chapter <Number>

Case No. <Number> (TNAP)

Judge Tiara N.A. Patton

**NOTICE OF HEARING
FOR [TITLE OF MOTION OF APPLICATION]**

PLEASE TAKE NOTICE that on [DATE] [MOVANT’S NAME] filed the [TITLE OF MOTION OR APPLICATION] (Docket No. ____) (the “Motion” or “Application”).

Your rights may be affected. You should read these papers carefully and discuss them with your attorney, if you have one. If you do not have an attorney, you may wish to consult one.

If you do not want the Court to grant the [Motion or Application], or if you want the Court to consider your views on the [Motion or Application] at a hearing, then on or before **[INSERT DATE]**, you or your attorney must:

File with the Court an objection/response at:

United States Bankruptcy Court
Ralph Regula Federal Building & U.S. Courthouse
401 McKinley Avenue SW
Canton, Ohio 44702

If you mail your objection/response to the Court, you must mail it early enough so the Court will **receive** it on or before the date stated above.

Mail a copy of your response to:

[INSERT MOVANT’S MAILING ADDRESS]

Please take further notice that a hearing on the [Motion/Application/Objection] will be held on _____, 20__ at _____: _____ .m. prevailing Eastern Time (the “Hearing”), or as soon as thereafter as this matter may be heard, before the Honorable Tiara N.A. Patton. The Hearing will be conducted both (i) in person at the Ralph Regula Federal Building & U.S. Courthouse, 401 McKinley Avenue SW, Canton, Ohio 44702, and (ii) via the Zoom® Video Communications application (“Zoom”). Unless otherwise ordered by the Court, any party who will not be presenting evidence or argument may request to appear virtually via Zoom. Parties

must pre-register by emailing Evelyn Ross, Judge Patton's Courtroom Deputy, at PattonZoom_Registration@ohnb.uscourts.gov by no later than 4:00 p.m. three (3) business days prior to the scheduled hearing. The hearing registration email must include the following information: (a) case name and case number; (b) hearing date and time(s); (c) participant's name, address, and telephone number; and (d) name of party/parties whom participant represents.

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Dated: _____

Signature of Attorney for Movant/Applicant

Printed Name of Attorney for Movant/Applicant (Bar Number)

Address

Telephone Number