

Guidelines for Evidentiary Video Hearings

Please follow these directions on connecting to a video hearing for the U.S. Bankruptcy Court for the Middle District of Alabama.

1. Only the judge, parties in interest, and witnesses should connect to the video feed. All others should join using only the audio mode.

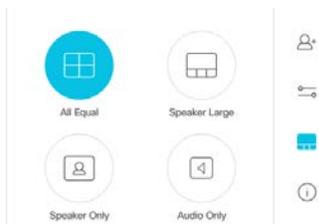
2. Whether you are connected on video or audio, please mute your phone or computer microphone until you need to speak. This will minimize the background noise on the call.

a. To mute your phone, please see the directions on our website (<https://www.almb.uscourts.gov>) under Attorney Resources → Procedures for Attorney.

b. To mute your computer microphone, move your cursor to the bottom of the video screen and click on the icon shaped like a microphone with a slash through it. To unmute your microphone, click on the same icon. During the call, the icons will fade from view, but if you move your cursor over the screen, they will reappear.



3. You can adjust the screen layout by selecting the icon on the right side of your screen. You may select all equal size, speaker only, audio only, or larger speaker with smaller windows underneath for other participants. Your selection will not impact other participants' views.



4. Be mindful of your background. If your computer is facing a window, the bright light will interfere with your camera and create a washed-out image. For best results, make sure any primary source of lighting is in front of you.

5. Please connect to the hearing using the link provided in the order setting the hearing. If you are not able to immediately connect, please continue trying to connect.

6. You are encouraged to test your connection to the hearing link at least a day prior to the start of court. Please contact the ALMB IT director at 334-954-3848 to arrange for a test.

7. If you have difficulty connecting directly before the hearing begins, please contact the ALMB IT director at 334-954-3848 for assistance.