

**UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEVADA - RENO**

**COURTROOM TECHNOLOGY PROCEDURES**



**FOR  
ATTORNEYS, TRUSTEES, WITNESSES & THE PUBLIC**

UNITED STATES BANKRUPTCY COURT  
DISTRICT OF NEVADA  
COURTROOM TECHNOLOGY PROCEDURES

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**Item A – Court Contact Information**

**Fax Numbers:**

Clerk's Office Fax: (775) 326-2185

**Telephone Numbers**

Courtroom Deputy for Chief Judge Natalie M. Cox	(702) 527-7142 (Las Vegas & Reno)
Courtroom Deputy for Judge Gregg W. Zive	(702) 326-2107
Courtroom Deputy for Judge Hilary L. Barnes	(702) 326-2167

**E-Mail**

Courtroom Deputy for Chief Judge Natalie M. Cox	nmc_cd@nvb.uscourts.gov
Courtroom Deputy for Judge Gregg W. Zive	gwz_cd@nvb.uscourts.gov
Courtroom Deputy for Judge Hilary L. Barnes	hlb_cd@nvb.uscourts.gov

Additional contact information can be found on our website:

<http://www.nvb.uscourts.gov/about-the-court/contact-information/>

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**Item B – Overview**

This guide is intended to inform attorneys, trustees and other individuals who appear before the U.S. Bankruptcy Court about the technologies available in the C. Clifton Young Federal Building.



Available technologies include:

- Court Hearing Remote Dial-In Numbers
- Video Conferencing
- Physical and Electronic Evidence Presentation
- Annotating Evidence
- Wireless Broadband Internet Access
- Audio Enhancement for the Hearing Impaired
- Private Translation Stations
- Digital Audio Recordings (FTR)

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**Item C – Court Hearing Remote Dial-In Numbers**

The U.S. Bankruptcy Court, District of Nevada, continues to conduct hearings remotely. Hearings are held by telephone or video conferencing, unless otherwise ordered by a judge. All trials will be done in person pursuant to 2023-05 Administrative Order unless specific language in an order signed by the presiding judge.

**The following calendars will be heard using the numbers listed below:**

<b>Bankruptcy Judge</b>	<b>Phone Conference Number</b>	<b>Meeting ID</b>	<b>Access Code / Passcode</b>
Chief Judge Cox	(833) 435-1820	161 166 2815	115788#
Judge Nakagawa	(833) 435-1820	161 062 2560	029066#
Judge Landis	(833) 435-1820	161 110 6049	154251#
Judge Zive	(833) 435-1820	160 339 6327	825197#
Judge Barnes	(833) 435-1820	160 532 0260	643758#
Chief Judge Spraker	(833) 435-1820	161 599 4556	204738#
Las Vegas Duty Judge	(833) 435-1820	161 418 4644	758337#
Reno Ch 13	(833) 435-1820	161 214 7653	313068#

If you experience any difficulties calling in to the hearing with the designated phone conference number listed in the table above, use (669) 254-5252 as an alternate.

- To participate in the telephone hearing, dial the Phone Conference Number, enter the ten-digit Meeting ID followed by the “#” key, and enter the Access Code/Passcode followed by the “#” key.
- You may be placed on hold until the courtroom deputy activates the conference call, or you may hear others speaking. Another hearing may be in progress; do not announce your presence until the courtroom deputy takes roll call or your hearing is called.

If you have problems connecting or the courtroom deputy does not activate the call within 5 minutes after your scheduled hearing time, hang up and call the court at: 866-232-1266.

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**Telephone Hearing Requirements**

**1. The Procedure**

- a. The Court will not call you.
- b. Five minutes before your hearing time, you must call in on the applicable hearing line.

**2. Minimize Outside Noise and Distractions**

- a. Telephone hearings are amplified throughout the courtroom so you may be asked to call again if your connection is weak, creates static or disruptive noise.
- b. Minimize background noise by not using a “speaker” option or headset. Do not use a keyboard or talk with others in the room.
- c. **Mute your phone when you are not speaking.** If you do not have a mute function on your phone, press \*6 to mute and \*6 again to unmute to speak. Do not put the court on hold. If available, set the phone to "Do Not Disturb" so it will not ring during the hearing

**3. What to Do When You Are on the Conference Line**

- a. Do not announce your presence until the court calls your case.
- b. Stay on the line, even if there is only silence, until the judge starts the hearings, and then continue to listen quietly until your case is called.

**4. What to Do When your Case is Called**

- a. Unless otherwise directed by the Court, when your case is called, the moving party will speak first. **Identify yourself every time you speak.**
- b. The Court will control who will speak and how the hearing will be held.
- c. When the court calls your case, it is helpful if the moving party speaks first to avoid multiple parties speaking at the same time.

**5. Don't be Late to a Hearing**

If you are late, then the Court, at its discretion, may trail your hearing and/or deny or grant the applicable motion.

**6. Civility**

- a. Be civil on the phone with the Court and other counsel.
- b. Do not interrupt others.
- c. Do not yell into the phone.

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**Item D – Video Conferencing**

To participate in a video conference hearing before a Nevada bankruptcy court judge, parties must contact the courtroom deputy for permission to use the video conferencing system **at least 7 business days** prior to the hearing date.

Our video conference systems can connect via Internet Protocol (IP) to any other video conferencing endpoint. Even though IP connection is preferred, we can also support an ISDN connection.

Upon approval of the request, you must:

1. Provide the court with the necessary contact information for the conference.
  - a. The IP address (i.e. 216.3.12.12) of the party to conference  
**Note:** If the party is connecting via telephone number (ISDN), please notify the deputy at least two business days prior to the hearing.
  - b. The individual's name that will be a party to the conference
  - c. Contact information to coordinate the equipment testing
2. Contact the courtroom deputy to do a test run with the party at least one business day prior to the hearing. This will ensure a connection can be established and the quality is acceptable.

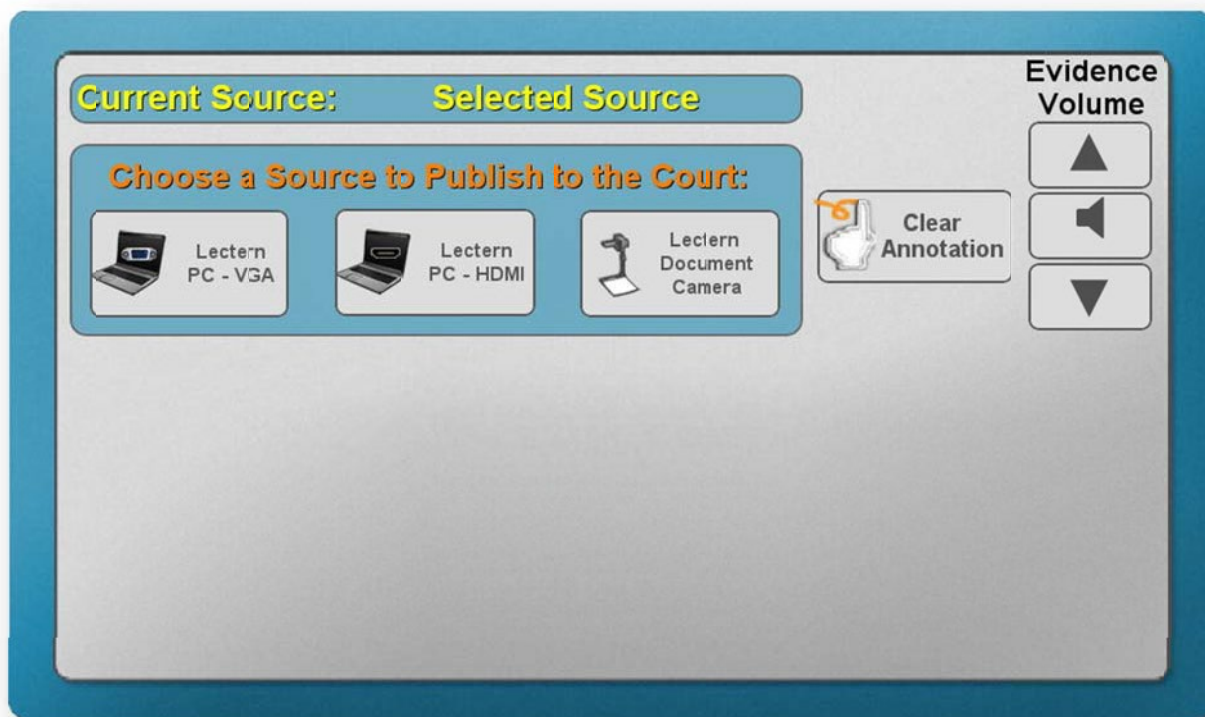
**Note:** In the event a video connection cannot be established, parties must be prepared to conduct an audio/telephone conference.



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**Item E – Evidence Presentation**

**Touch Panel (AMX)**



**Figure 2 AMX Touch Panel Screen at the Lectern**

Located at the lectern podium is the AMX touch panel. The presenting attorney may perform the following tasks via the AMX touch panel without relying on the courtroom deputy:

- Present material from laptop or other electronic device via VGA or HDMI connection:
  - Lectern PC – VGA\*
  - Lectern PC – HDMI\*

*\*The connecting VGA, HDMI and audio cables are provided by the court*

- Present evidence via the lectern document camera
  - Lectern Document Camera (ELMO)
- Clear annotations made on the neighboring lectern annotation display
- Control evidence volume (i.e. for audio/video presentations, etc.)



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### Presenting Physical Evidence

Physical evidence such as printed documents, transparencies, slides or x-rays may be displayed throughout the courtroom via the court's document camera (Figure 3).

The document camera (also known as the ELMO) is located to the right of the podium and is similar in function to an overhead projector.

**Please advise the Courtroom Deputy prior to the proceeding if you wish to present evidence using this equipment.**

Once the Courtroom Deputy enables the device, place the evidence on the illuminated glass pane.

Adjustments to the display can then be made by the Courtroom Deputy or attorney if the displayed image is unclear. Attorneys may control the lectern document camera using the AMX panel controls (Figure 4) as shown below.

- Focus (Auto and Manual)
- Zoom
- Positive/Negative (switch between a positive or negative camera image)
- Auto Iris (Brightness/Darkness)
- Text Mode (sharpen the image with black and white characters and lines)



Figure 3 Lectern Document Camera (ELMO)

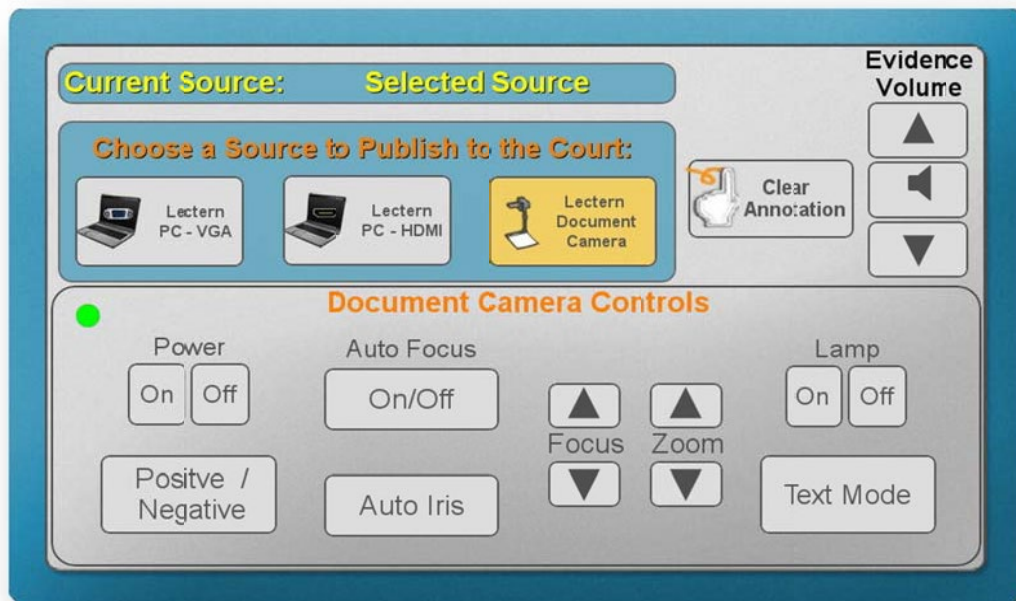


Figure 4 Touch Panel controls for the ELMO Device at the lectern

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### Presenting Electronic Evidence via Laptop

Electronic evidence such as digital documents, video or computer-generated slide shows and photographs may be broadcast throughout the courtroom via the court's video display system. This system can project almost every type of laptop source material.

To utilize this service, you must provide the following:

- Your laptop must have a **VGA** or **HDMI** video output (Figure 5).
- All software and documents you wish to display should be loaded on your laptop.



Figure 5 Examples of VGA and HDMI outputs on a laptop

**Note:** If you are connecting to another computer or the internet to display items, we recommend you copy those files to your laptop rather than display them from the other system.

The court will furnish:

- A wireless internet connection
- Connecting cables:
  - Audio
  - High-Definition Multimedia Interface (HDMI)
  - Video Graphics Array (VGA)
- The audio/video cables and a 110 VAC outlet are located at each counsel table and podium via built-in cable management table boxes (Figure 6)



Figure 6 A/V cable provided at the lectern and each counsel table

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### Step by Step Instructions for Connecting Laptop

**Note:** You must inform the courtroom deputy prior to the hearing that you will be presenting electronic evidence. You also must enable the video display to the external source on the laptop you plan to use during the hearing. It is recommended you arrive early and perform a test run.

1. Bring in your laptop with the items pre-loaded that you wish to display.  
*Example:* PowerPoint program and digital slide show.
2. Determine the location (podium or counsel table) from which you will present your evidence.
3. Connect your laptop to the VGA or HDMI cable provided by the court.



4. If your presentation includes audio, connect the audio cable into your headphone audio jack.
5. **If you are connecting from left or right counsel**, ask the courtroom deputy to select your source for video display. Make sure to indicate if you are using a VGA or HDMI connection.
6. **If you are connecting from the lectern**, use the AMX touch panel (Figure 7) to select your video source (either Lectern PC – VGA or Lectern PC – HDMI).

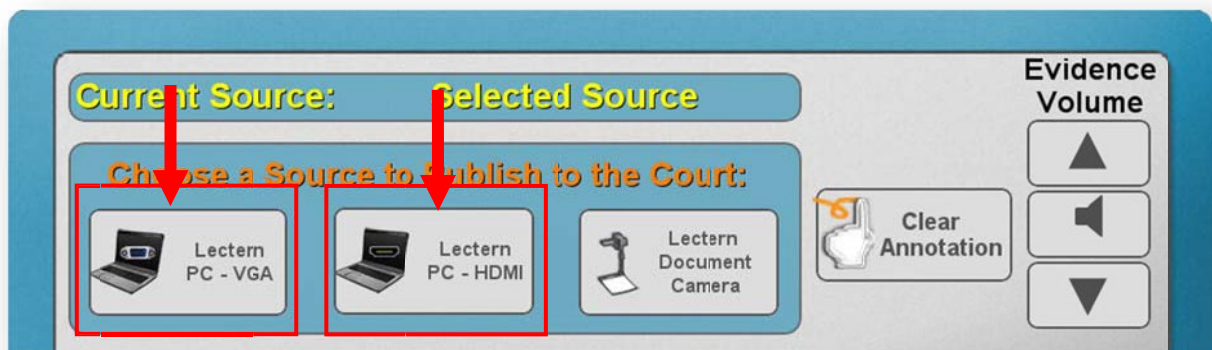


Figure 7 Select video source for display from AMX touch panel

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**Note:** If the display is appearing on your monitor only, perform one of the following additional steps (depending on the model of the laptop):



- Press the “function” key and the F7 key.
- If this does not resolve the problem, press the “function” key and the F5 key.
- If the above steps do not resolve the problem, restart (reboot) your laptop with the video and audio cables attached to the laptop.
- The display should shift from your screen to the court’s display system and subsequently to both your laptop and our system simultaneously.

7. When your presentation is complete, disconnect the video and audio cables.

**Note:** If you plan to present evidence with your iPad, iPhone or any other Apple video devices, you will need to bring in the appropriate VGA or HDMI adapter. All video cables inside the courtroom support only VGA and HDMI connectors.



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**Item F – Annotating Evidence**


















Each courtroom is equipped with a touch screen monitor (Figure 8) for annotations. The touch screen monitor is located adjacent to the AMX touch panel on the lectern. Attorneys may annotate electronic and physical evidence via the monitor using the annotation toolbar (Figure 9) on the touch screen. An additional touch screen monitors is located on the witness stand.



**Figure 8 Touch Screen Monitor**



**Annotation Toolbar**

		<b>Tool bar arrow</b> (open/close tool bar)		
<b>Inputs</b> (choose from 3 inputs to display)		<b>Pointer</b>		<b>Capture</b> (takes snapshot of image)
<b>Auto Image</b> (automatically size and center)		<b>Freehan</b>		<b>Freeze</b> live video
<b>Line</b>		<b>Arrow</b>		<b>Mute</b> input (displays black screen)
<b>Rectangle</b>		<b>Ellipse</b>		<b>Whiteboard</b> (create white canvas for annotations)
<b>Text</b> (not available)		<b>Highlighter</b>		<b>Spotlight</b> (focuses on specific area of screen)
<b>Size</b> (adjust size of text or line weight)		<b>Eraser</b>		<b>Zoom</b> (draw rectangle to zoom in, draw smaller rectangle to restore view)
<b>Color select</b>		<b>Fill</b>		<b>Pan</b> (in zoom mode, place cursor on zoomed area and drag to desired area)
<b>Undo</b> (undo up to last 15 annotations)		<b>Redo</b>		
<b>Clear</b> (clears all annotations)		<b>Tools</b>		

**Figure 9 Annotation Toolbar**

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**Item G – Audio Enhancement for the Hearing Impaired and Language Translators**

SoundPlus Receivers (infrared) are available upon request from the Courtroom Deputy to aid the hearing impaired. The devices may also be used by parties utilizing translator services.

There are two audio channels on the receiver:

- Channel 1 - Hearing Impaired
- Channel 2 - Interpreter's audio

The receivers also feature volume control.

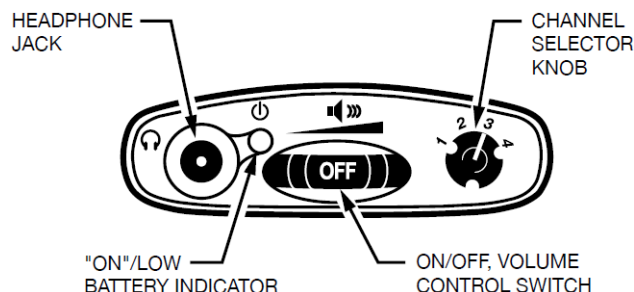


**Translator Receiver and Microphones**

To utilize the receiver for translator services, the switch on the receiver should be set to 1. The interpreter speaks to their client using the dedicated microphone located on the left counsel table.

Contact the Courtroom Deputy for the exact location.

1. Insert earphone or neckloop into the headphone jack.
2. Turn the receiver on by rotating the Volume control knob. The ON indicator should illuminate RED.
3. Select a channel by turning the channel selector knob on the control panel. Choose between the following frequencies: Hearing Impaired (Ch.1), Interpreter's Audio (Ch. 2).



**Note:** Make sure the receiver frequency matches the transmitter frequency.

4. Adjust the volume to a comfortable listening level.
5. To turn the receiver off, rotate the Volume control knob to the left until it clicks off. The ON indicator should not be lit. To prolong the battery life of the unit, turn the receiver off when it is not in use.

**Note:** Make sure the "SoundPlus® IR" artwork on the front of the unit is not covered while in use. Do not place the receiver in a pocket or purse, or it will not work properly.



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**Item H – Courtroom Microphones**

**Speaking:** Please speak directly into the microphone so the recording devices will pick up that channel for recording.

**To mute the microphone:** Each microphone has a mute “privacy” button. Press and hold the mute button. This will mute the microphone to all speakers and recording devices.

**Note:** If the button is accidentally hit with a book or other object will not mute because it is sensitive only to human touch.



**Judge’s Sidebar Microphone:** This microphone is located on the side of the Judge’s bench and where counsel should approach when a sidebar is needed.





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**Item I – Obtaining Audio Recordings of Proceedings**

FTR Gold is the digital courtroom audio reporting system used by the Court. With the FTR Player Plus software, which is available as a free download from [www.fortherecord.com](http://www.fortherecord.com), you may listen to an audio recording of the hearing.

The audio recording of all hearings is available on CD in the FTR format or a generic audio format. The cost of a CD is \$34.00.

Requests for CDs of hearings may be obtained using the CD Order Form for Court Hearing Recordings available on our website at <http://www.nvb.uscourts.gov/rules-forms/forms/local-forms/>.

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**Item J – Wireless Broadband Internet Access**

Wireless broadband internet access is provided through the Attorney Admission Fund (AAF). Any laptop with the most common wireless access (termed 802.11g) can connect to this service by selecting the “AAF” wireless network. No password or authentication is needed.

**Please be aware that this is an unsecured wireless network.** Information sent over this network may be visible to others. The court assumes no responsibility for damage incurred to your laptop from virus-infected sites and/or downloaded files. The use of anti-virus software is highly recommended.

To utilize this service:

1. Turn on your laptop.
2. Turn on your wireless connection and select **AAF** as the wireless network.

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**Item K – Interactive Kiosk (Court Information)**

There are five Court Information kiosks located throughout the Foley Federal Building. These kiosks provide the following information:

- **Court Calendars**

This feature provides a searchable hearing calendar for the current day. Users can select a judge (including Visiting Judges) and see a list of all court hearings for that judge. They can also search for specific court hearings by party name or case number on the Search tab. Case information such as the party name, hearing time and courtroom location is provided.

This technology is powered by the ChapMobile application which is available for download via the app store for Apple and Android devices.

The CHAPMobile Application is provided as a convenience to the public and for informational purposes only. Any unintentional omission of any matter from the CHAPMobile application DOES NOT result in the cancellation of any duly-noticed hearing nor excuse any litigant or attorney from attendance at such hearing. Parties are invited to call the applicable courtroom deputy regarding any discrepancies involving matters listed in the mobile application.

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**Item L – Website Features**

Did you know that our court offers RSS feeds via our internet site as well as an email subscription service? Subscribing to RSS feeds and/or email updates saves you time from having to visit our website for updates and announcements. Instead, news and updates are sent directly to you for topics you want to follow. Both services are free and give you complete control over your subscription.

**RSS Feeds**

RSS Feeds also known as Really Simple Syndication is a format used to deliver web content that changes regularly. RSS allows you to stay easily informed by bringing the information to you without you having to visit multiple web sites. You also do not need to join a mail list which allows you to ensure your privacy is maintained. The one thing you DO need is feed reader software to view the information. Once you open the feed reader, headlines and a description should appear from the feeds you subscribe to. RSS readers are available online for download to your desktop (i.e. FeedReader). You may also use web-based feed readers (i.e. My Yahoo, Google Reader) which do not require a software installation. For more information about how to begin using feeds, visit our web site and in the search box type, Getting Started with RSS.

The following topics are available as RSS Feeds through the NVB web site:

- Announcements & Website Updates
- The Bugle Newsletter
- Local Rules News

**Email Updates**

Another service we offer from our website is Email Updates. This is different from RSS in that you must voluntarily subscribe to the content you want to receive by using your email address, BUT you do not need any special software except what you are already using for your email. The service works by sending you an email announcement whenever a topic to which you are subscribed is updated. To sign up for the free email subscription service, go to our website and click on **Email Updates** in the top right corner of the page. You also have complete control over your subscription settings such as the ability to add or delete subscriptions. You may also add your mobile phone number to receive text subscriptions for select topics.

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The following topics are available for email subscription through the NVB web site:

- **Site Updates/Announcements**  
Updates to web site content, court announcements
- **CM/ECF Announcements\***  
Service interruptions to CM/ECF, CM/ECF releases and highlights
- **Monthly Newsletter**  
Subscription to The Bankruptcy Bugle court newsletter
- **Service Notifications\***  
Information about emergency court closures and service outages
- **Administrative and General Order Announcements**  
Updates and announcements regarding administrative and general orders
- **Local Rules/Local Forms Announcements**  
Changes and announcements for local rules and local forms
- **Employment Opportunities**  
Announcements for employment opportunities as they become available

*\*Text subscription available*