

**UNITED STATES BANKRUPTCY COURT  
SOUTHERN AND NORTHERN DISTRICTS OF MISSISSIPPI**

**GUIDELINES FOR TELEPHONIC APPEARANCES BY COUNSEL  
IN HEARINGS BEFORE BANKRUPTCY JUDGE NEIL P. OLACK**

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An attorney seeking to appear at a hearing before Chief Judge Neil P. Olack by telephone must contact the Courtroom Deputy and request permission. If such permission is granted, you must indicate in writing, by email or some other means, that you agree to comply with the guidelines outlined below. *Only after the Courtroom Deputy receives your written acceptance will she forward to you the toll-free conference number designated for the hearing.*

1. Only the attorney who receives permission from the Court may appear by telephone.
2. Telephonic hearings are held in the courtroom where the proceedings are recorded. No other recording of the proceedings is allowed.
3. Counsel must dial the designated toll-free conference number at least five (5) minutes before the scheduled time of the hearing. Everything said over the telephone may be heard not only by other persons on the telephone line but also by individuals present in the courtroom. For that reason, you should remain silent until Court has been opened and is in session.
4. After Court has been opened and is in session, you must identify yourself and the client you represent. *Your obligation to identify yourself and your client exists even if you do not plan to speak during the hearing and even if another attorney who represents the same client has identified himself or herself.* Generally, Judge Olack will ask who is on the telephone line at the beginning of the proceeding.
5. During the telephonic hearing, counsel must eliminate any background noise.
6. An attorney calling after the scheduled time for the telephonic hearing will be treated as if that attorney had personally appeared late for the hearing.
7. Counsel who are unwilling to abide by these guidelines must physically appear in the courtroom for the hearing.

DATED: March 28, 2016