

# UNITED STATES BANKRUPTCY COURT WESTERN DISTRICT OF LOUISIANA

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**March 9, 2021**

## **PARTICIPATING IN BANKRUPTCY COURT HEARINGS FOR THE LAFAYETTE AND LAKE CHARLES DIVISIONS BY VIDEOCONFERENCE**

Beginning March 3, 2021, and continuing until further notice from the Court, Judge John W. Kolwe will be conducting most of the hearings for the Lafayette and Lake Charles Divisions virtually, using WebEx video conferencing. There is no fee/charge of any kind for the participants, although you will have to download the WebEx application to your electronic device. The WebEx meeting link, meeting number, and access code will be posted on Judge Kolwe's Webpage, on the first page of the hearing calendar, by noon of the day before court. Call-in via phone information will also be posted on this page..

### **CONNECTION INSTRUCTIONS FOR PARTICIPATING IN A WEBEX VIRTUAL HEARING**

The Court will allow participation in a virtual hearing using either of the following two methods. Please connect at least 10 minutes prior to the hearing time. It is recommended that attorneys discuss the logistics of the WebEx appearance with their clients/witnesses at least 48 hours before the hearing.

#### **Option 1: Using the WebEx app on your smartphone, tablet, laptop, or desktop.**

It is strongly preferred that participants who may speak during a hearing use the WebEx application rather than using the "call-in" option described in Option 2.

Attorneys and/or witnesses who anticipate offering extensive testimony or legal argument or conducting examination are required to utilize the video function. The Court may consider special requests for other appearance options on a case by case basis.

Please connect using only one device. Using two or more devices may cause audio feedback issues.

If using a phone or tablet for video, it should be set in a stationary position. Holding a phone or tablet in your hand while speaking does not yield a good video for the Court.

**NOTE: If you are experiencing audio issues when using the WebEx application, you may use the "Call Me At" selection under "Audio Connection" to move just the audio portion of the WebEx conference to your telephone.**

#### **Option 2: Call-in via phone (audio only).**

The meeting number/access code changes with each meeting and will be made available, along with the dial-in number on the WebEx link and instructions sheet found on the judge's webpage.

## **HELPFUL HINTS AND ETIQUETTE**

- Please use the mute function when you are not speaking. Please be aware that sometimes the court mutes everyone when there is background noise. When you want to speak, make sure you are not on mute. Call-in users should dial \*6 to unmute your line.
- Remember to state your name for the record each time before speaking and speak slowly and clearly so the court can get a good record.
- Use headphones whenever possible, especially if using a desktop PC with external speakers. We have found that newer iPhones provide the best visual and audio feed – better than most desktop computers. If you are on a personal computer, headphones or earbuds are required for those who need to speak during the hearing.
- During examination, attorneys and witnesses should use a separate camera and microphone when possible. To avoid feedback, parties using separate devices must not be in the same room. The court may consider special requests on a case by case basis.
- WebEx participants may use the "share" button to easily share their screen or document with the court or other WebEx participants. Press “stop sharing” to remove the presentation from the meeting.
- When making an appearance from a vehicle, please park in a safe location with windows rolled up (to minimize background distraction and noise) and use a headset that is ear-to-phone (not the vehicle’s hands-free speaker-phone option).
- Suggestions for participating in a WebEx hearing from home: If you are having connectivity problems, turn off devices that may be using bandwidth on your home network. Devices or applications such as Facetime, Roku, streaming media players, video games, or large downloads can negatively impact the audio and video quality of the WebEx meeting.
- Participants are reminded that they should wear attire suitable for court.
- Participants who wish to test their WebEx connection or the share screen functionality in advance of the hearing may arrange a “practice run” by emailing Karen\_Hess@lawb.uscourts.gov.

## **EXHIBITS AND DEMONSTRATIVE AIDS**

Exhibits should be filed ahead of time by the date that they would normally be exchanged pursuant to our local rules using the "notice" or "list (witness/exhibit/generic)" event in ECF. For voluminous exhibits, please contact the courtroom deputy, as it may be necessary for you to provide the court with an exhibit notebook or zip file in advance of the hearing.

Demonstrative aids and Power Points should also be filed prior to the hearing, if possible. If not, WebEx has the ability to allow you to share your screen, or a particular document, with everyone in the hearing. If these documents are admitted as exhibits, they would then have to be filed after the hearing.

During the hearing, lawyers can refer to (and offer) their exhibits by referencing the exhibit’s docket number for the court and all to access. After the hearing, the court will create a Minute Entry reflecting which exhibits were admitted. You should consider emailing exhibits to witnesses ahead of time since they may not have access to PACER.



## CHAPTER 4

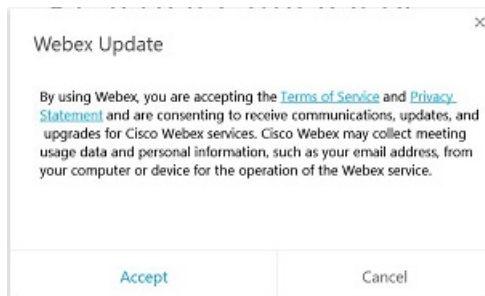
# Use the Cisco Webex Meetings Desktop App as a Guest

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## Join a Cisco Webex Meeting for the First Time as a Guest

### Windows

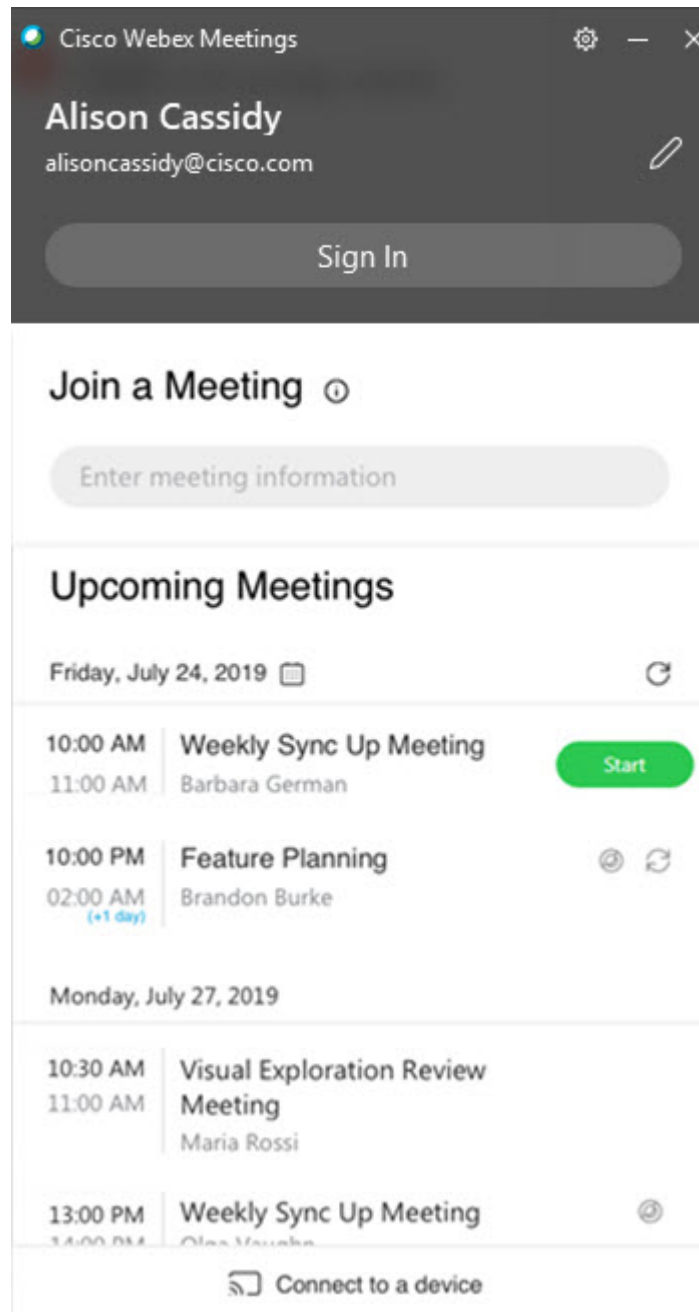
1. When it's time to join the meeting, open your email invitation and select **Join the Meeting**.
2. Enter your name and email address, and then select **Join Meeting**.  
The Cisco Webex Meetings desktop app installer downloads.
3. Double-click the executable (.exe) file to join your meeting.
4. **Accept** the Terms of Service and Privacy Statement.



The Webex meeting window loads and the **Audio and Video Connection** dialog box appears.

5. [Connect your audio and video](#) so other attendees can hear and see you.
6. When you want to leave the meeting, select **Leave**  in the meeting controls, and then select **Leave Meeting**.

The Cisco Webex Meetings desktop app installs and opens on your desktop.




The app installs only if you don't already have the Cisco Webex Meetings desktop app or Cisco Webex Productivity Tools already installed.

You can use the Cisco Webex Meetings desktop app to join the next Webex meeting that you're invited to. For more information, see [Use the Cisco Webex Meetings Desktop App as a Guest](#).

## Mac

1. Open your email invitations and select the **Join** link when it's time to join the meeting.

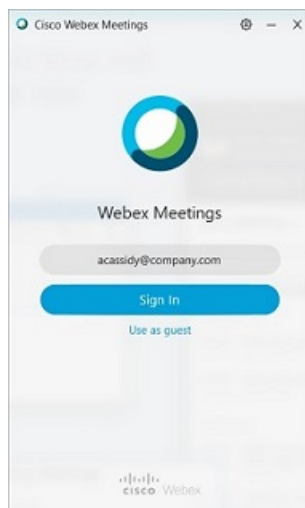
2. Enter your name and email address, and then select **Join Meeting**.  
Select the **Join Meeting** list for more ways to join your meeting.
3. The Webex meeting window opens in a new browser window and the **Audio and Video Connection** dialog box appears. [Connect your audio and video](#) so other attendees can hear and see you.
4. When you want to leave the meeting, select  in the meeting controls, and then select **Leave Meeting**.

## Use the Cisco Webex Meetings Desktop App as a Guest

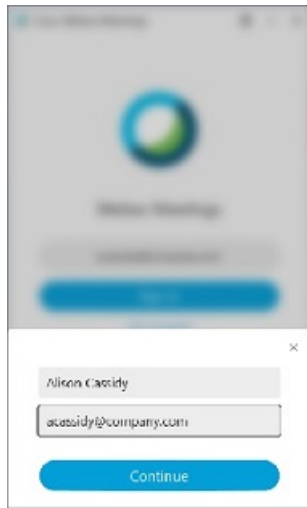
The Cisco Webex Meetings desktop app allows you to join a Webex meeting as a guest, without signing in to the app.

### Procedure

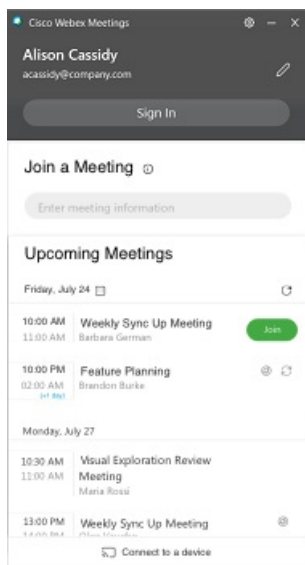
- Step 1** Open the Cisco Webex Meeting desktop app and click **Use as guest**.



- Step 2** If required, enter your name and email address, and then click **Continue**.



Windows: If you use Microsoft Outlook as your calendar and are signed in to your Microsoft account, the **Upcoming Meetings** list shows meetings that are scheduled in your Outlook calendar.



Mac: The first time that you use the desktop app, click **Import Outlook Meetings**, and then sign in to your Microsoft account to add your meetings to the desktop app.

**Step 3** To join a meeting, do one of the following:

- In the **Join a Meeting** field, paste the meeting URL and then click **Join**.
- Click the **Join** button next the meeting name in the **Upcoming Meetings** list.




The **Join** button appears just before the meeting is scheduled to start.

**Step 4** [Connect your audio and video](#) so that other attendees can hear and see you.

**Step 5** To join the meeting using a nearby video device; select **Connect to a device** and then select the device.

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Product: Webex Meetings    Operating System: Android, iOS, Mac, Windows Desktop    Release: For WBS40 User 

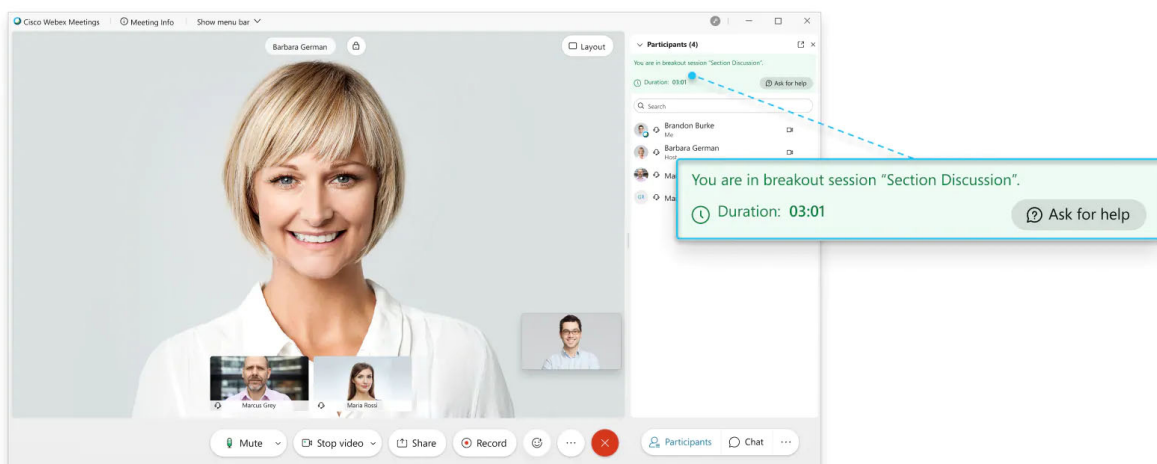
Nov 2, 2020 | 10401 view(s) | 182 people thought this was helpful

# Webex Meetings | Best Practices for Participating in Breakout Sessions

As an attendee in a breakout session, you can move from the main meeting to participate in a more focused group where you can collaborate and share ideas.

Breakout sessions are available on WBS40.9 and later sites. To find out which version of Webex Meetings that you're using, see [Find Your Cisco Webex Meetings Version Number](#).

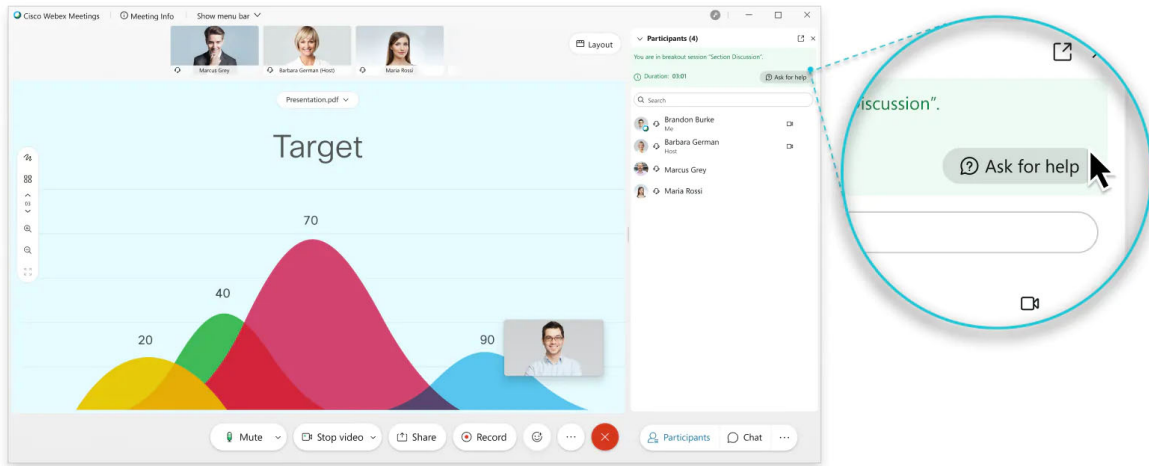
After you join a breakout session, the **Participants** panel tells you everything you need to know—who's in the session and how much time remains.



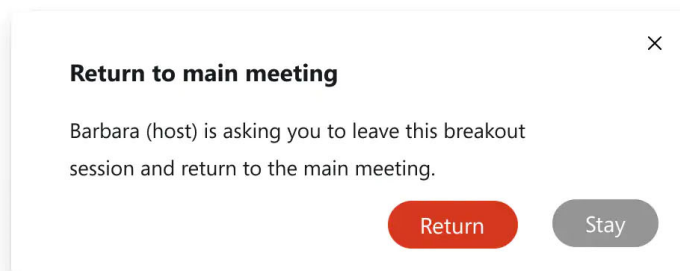



Use Chat to message other participants in the breakout session and share content, including sharing content that's optimized for motion and video, the same way that you share content in the main meeting.

If you have a question or need assistance, ask the host for help.



If the host or cohost wants you to return the main meeting, you see a message like this. You can choose whether you want to return to the main meeting or stay in the breakout session.



 If the breakout sessions aren't ended when you return to the main meeting, your audio is muted in the meeting. If you want to speak in the meeting, remember to unmute your audio.

The host or cohost may choose to move you to another breakout session. If they do, you'll see a message similar to this message and you'll move to the session automatically:



You are moving to the  
**Breakout session 3** session...

When the breakout sessions end, you'll see a message like this message. Depending on how the sessions were set up, a timer may count down the remaining time so you'll have some time to wrap up. You'll automatically return to the main meeting.

Product: Webex Meetings    Operating System: Mac, Windows Desktop    Release: WBS33, WBS39, WBS40    For: User



May 15, 2020 | 15945 view(s) | 84 people thought this was helpful

# Share Content in Cisco Webex Meetings—Best Practices

Follow these best practices to share content more successfully in your meeting.

The following best practice tips can help you to share content more effectively:

- To save time, open any applications you want to share before the meeting starts.
- For a maximum amount of bandwidth, close any applications that you do not need or that use bandwidth, such as instant messaging programs, or programs that receive audio or video from the web.
- Try not to cover a shared application or web browser with another window on your computer's screen. A crosshatched pattern appears in participant sharing windows where the other window is covering the shared application or browser.
- If you want to switch your display between shared software and the meeting window, pause sharing before you return to the meeting window, and then resume sharing once you return to the shared application.
- If you have more than one monitor, when you share an application or web browser, the participants can see it on whichever monitor you are displaying it. If you move the application or web browser to another monitor, it is still visible to the participants.

and then selecting **Optimize for text and images**.

- If you want to share Powerpoint slides with animations and transitions, use application sharing or screen sharing and select **Optimize** for motion and video.
- As the presenter, use the page controls at the top of the tab you are sharing to move forward and backward through a document. You can also set a specific time interval before a document automatically advances by going to the **View** menu and selecting **Automatically Advance Pages**.
- To prevent distractions and maintain privacy, hide all notifications (including meeting and email notifications) that may pop-up on your screen, as they will be seen and read by others in the meeting while sharing. System messages that open cannot be read by others, but will hide part of the screen until closed.