

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA  
Richmond Division**

**In re:**

**Remote Hearings in the Richmond Division  
Only**

Richmond General Order 23-1

**ORDER CONCERNING PROTOCOL FOR CONDUCTING REMOTE HEARINGS  
IN THE RICHMOND DIVISION ONLY**

In response to the exigent circumstances created by the outbreak of Coronavirus Disease 2019 (COVID-19) in the United States and the Commonwealth of Virginia, Richmond Division General Order 20-5 was entered on May 29, 2020, implementing an amended Protocol in Response to Public Health Emergency (the “Protocol”) on an interim emergency basis beginning on May 31, 2020, and continuing until further notice. In light of the continuing community levels of moderate transmission with respect to the COVID-19 pandemic in the Richmond Division, it is hereby

**ORDERED** that Richmond General Order 22-2 is **VACATED** effective immediately; and it is further

**ORDERED** that the Protocol for Remote Hearings attached hereto is **ADOPTED** effective immediately, subject to further order of the Court; and it is further

**ORDERED** that the Clerk of the Court shall post this General Order on the Court’s website and distribute a copy to all registered CM/ECF users by email.

ENTERED: February 10, 2023

/s/ Kevin R. Huennekens  
KEVIN R. HUENNEKENS  
United States Bankruptcy Judge

/s/ Keith L. Phillips  
KEITH L. PHILLIPS  
United States Bankruptcy Judge

**UNITED STATES BANKRUPTCY COURT  
EASTERN DISTRICT OF VIRGINIA  
Richmond Division**

**PROTOCOL FOR REMOTE HEARINGS**

1. On January 30, 2023, President Biden announced that he would end the public health emergency related to the outbreak of Coronavirus Disease 2019 (COVID-19) in the United States on May 11, 2023. Beginning June 1, 2023, all hearings will be conducted in person in the courtroom unless the Court orders otherwise. In the interim prior to June 1, 2023, unless ordered otherwise by the Court, all hearings<sup>1</sup> will be conducted both in the courtroom and also remotely by videoconference using Zoom for Government. Allowing persons to appear remotely by videoconference using Zoom for Government is a privilege which may be revoked by the Court at any time.
2. ***Requirements for All Remote Participants:*** Per Standing Order 20-15, broadcasting, televising, recording, or photographing of bankruptcy court proceedings is strictly prohibited. All participants on a video conference are expected to conduct themselves as if they were physically in the courtroom. All participants must mute their audio when they are not speaking. All active participants (including witnesses) must enable both video and audio. The participants are expected to test their equipment to ensure that video/audio components are properly functioning prior to the hearing/trial and be prepared to proceed at the scheduled time. Problems stemming from the failure to make appropriate arrangements prior to the hearing/trial, or to adhere to this Protocol for Remote Hearings (this “Protocol”), may result in, inter alia, (i) the cancellation of the hearing/trial; (ii) the exclusion of an attorney, party or witness from testifying or participating at the hearing/trial; (iii) the termination of any participant’s audio and/or video connection to the hearing/trial; and (iv) the imposition of sanctions.
3. ***For Matters to be Heard During Chapter 13 and Motion Day Dockets:*** Parties wishing to participate in hearings via Zoom for Government must transmit, via e-mail, a completed request form, linked [here](#) as a PDF-fillable request form, by the requesting party to the appropriate bankruptcy judge’s chambers, as follows:

For Judge Huennekens’ chambers:

[EDVABK-ZOOM-Judge\\_Huennekens@vaeb.uscourts.gov](mailto:EDVABK-ZOOM-Judge_Huennekens@vaeb.uscourts.gov)

For Judge Phillips’ chambers:

[EDVABK-ZOOM-Judge\\_Phillips@vaeb.uscourts.gov](mailto:EDVABK-ZOOM-Judge_Phillips@vaeb.uscourts.gov)

NOTICE: This email address shall be used only to submit Zoom Requests. No other matters or requests will be considered by Chambers staff and under no circumstances will any such matters or requests be brought to the Judge’s attention. Failure to comply with

---

<sup>1</sup> Meetings of creditors are not hearings conducted by the Court and, as such, do not fall within the parameter of this Protocol.

these instructions may result in appropriate action, including but not limited to the imposition of sanctions.

Absent compelling circumstances, the request form should be submitted no later than two (2) business days prior to the hearing or proceeding. The appropriate bankruptcy judge's chambers will then provide the requesting party with a registration link. All participants must separately register for the video conference no later than one (1) business day prior to the hearing or proceeding. Persons that register will receive separate email notification on whether their registration has been approved or denied. In the event that registration is approved, the confirmation email will include the participant's unique link to the video conference. Failure to timely register may result in the denial of the request and/or inability to participate in the hearing remotely.

4. ***For All Other Matters:*** Unless otherwise ordered by the Court, the registration link will be provided to the moving party who shall provide appropriate notice. Parties wishing to participate in such hearings must pre-register using said link. Persons that register will receive separate email notification on whether their registration has been approved or denied. In the event that registration is approved, the confirmation email will include the participant's unique link to the video conference.
5. ***Evidentiary Hearings:*** Unless otherwise ordered by the Court in advance, all witnesses shall appear in person in the courtroom for any evidentiary hearing. Any attorney or pro se litigant seeking to examine a witness or to offer other evidence shall also appear in person in the courtroom.