

**UNITED STATES BANKRUPTCY COURT
EASTERN DIVISION OF MISSOURI
EASTERN DIVISION**

Midwest Christian Villages, Inc., *et al*

**Case No. 24-42473-659
Chapter 11**

**INFORMATION REGARDING HEARINGS HELD TELEPHONICALLY
and via VIDEO CONFERENCE and EVIDENCE SUBMISSION**

Parties may appear in person or, with prior request and approval, by telephone and (optionally) via video conference for Midwest Christian Villages, Inc. hearings. The Cisco Webex platform shall be used for previously approved audio and video appearances in this case.

No later than one (1) business day prior to each hearing date, a Cisco Webex invitation will be sent to all persons who have either received prior Cisco Webex invitations or have contacted this Court directly to make an initial request to appear remotely. Parties are not required to make requests to appear remotely for each hearing.

When accessing the audio, it is recommended that participants join Cisco Webex *first* via a computer and join the call *second* (either through the Call-In option and enter an attendee ID or through the “Call me at” option.) All participants must mute their phone lines immediately after joining the conference. Telephones shall not be placed on “hold”.

If speaking, parties shall use hand-held receivers, headphones or earbuds in lieu of using speakers on telephones and computers. Participants may unmute their phone lines and speak only when directed by Judge Surratt-States. If appearing by video, select the “Hand Raised” feature and wait until Judge Surratt-States addresses you. When speaking, please keep all background noise to a minimum to prevent audio interference and feedback. After speaking, please place your telephone back on mute.

If there is an issue connecting to the Cisco Webex audio, please disconnect your phone line and re-dial. If there is an issue gaining access to the video feed, please log out of Cisco Webex then login. If the issue persists, please e-mail Judge Surratt-States’ Courtroom Deputy, John Howley, at John_Howley@moeb.uscourts.gov promptly and we will work on resolving the issue.

Parties proposing to admit evidence at the hearing shall provide Judge Surratt-States with two (2) equal sets of exhibit binders in addition to emailing an electronic version of the exhibits in PDF format to Judge_Surratt_States_Evidence@moeb.uscourts.gov. Equal sets of binders are due three (3) business days prior to the hearing date. Electronic evidence submission shall be submitted no later than noon, Central Time, 1 business day prior to the hearing date. Parties must contact Mr. Howley to arrange delivery of the binders. All exhibits must be clearly marked and indexed pursuant to this Court’s Local Rules.