

Remote Public Access: In order to better serve the public, the Court has provided the following guide to assist participants appearing remotely before the Court. In addition to utilizing the Court’s audio-conference system, the Court is now allowing participants to appear by video via “GoToMeeting.”

Persons choosing to attend hearings by phone and video do so at their own risk of a technological failure.



Mobile Device—Downloading the App / Verifying Permissions:

1. First, download the “GoToMeeting” app onto your mobile device (i.e., iPhone, other smart phone device, iPad, or tablet).
2. If you will be using a cellular signal, ensure that you are in an area with a strong cellular connection.
 - a. Verify that you have “LTE” enabled on your mobile device. Commonly, that is found under “Settings” → “Cellular”
3. Verify that your camera is working properly.
 - a. GoToMeeting may ask for permission to access your camera. If you are not automatically prompted to enable GoToMeeting to access your camera, navigate to “Settings” → “GoToMeeting” → “Allow GoToMeeting to Access” → Camera and toggle to the right to enable which will change the toggle from gray to green

Mobile Device—Joining a Meeting through GoToMeeting:

1. First, using your mobile device, navigate to [U.S. Bankruptcy Judges, Southern District of Texas](#) and click on the Court Audio Dial-In for your assigned Judge and hit Call on your mobile device. This will automatically dial you into your Judge’s Court Audio. ***Please mute your microphone until your name is called by the Court.***

2. While remaining dialed into the conference system, navigate to your GoToMeeting app on your mobile device.
3. Enter one of the following, which corresponds to the name of your assigned Judge, into Meeting ID on the top of the screen:

judgeisgur	judgejones	judgelopez	judgenorman	judgerodriguez
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4. Then, enter your full name.
5. You should now be dialed into the conference system on your phone and also logged into GoToMeeting through your mobile app. ***Please mute the microphone on your app. You will speak to the Court through the audio dial-in on your mobile device.***

Computer—Joining a Meeting through GoToMeeting:

1. First, using your mobile device, navigate to [U.S. Bankruptcy Judges, Southern District of Texas](#) and click on the Court Audio Dial-In for your assigned Judge and hit Call on your mobile device. This will automatically dial you into your Judge’s Court Audio. ***Please mute your microphone until your name is called by the Court.***
2. Then, verify that your computer camera is working properly.
3. Next, access GoToMeeting on your computer by clicking on the name of your assigned Judge below:

[Judge Marvin Isgur](#)

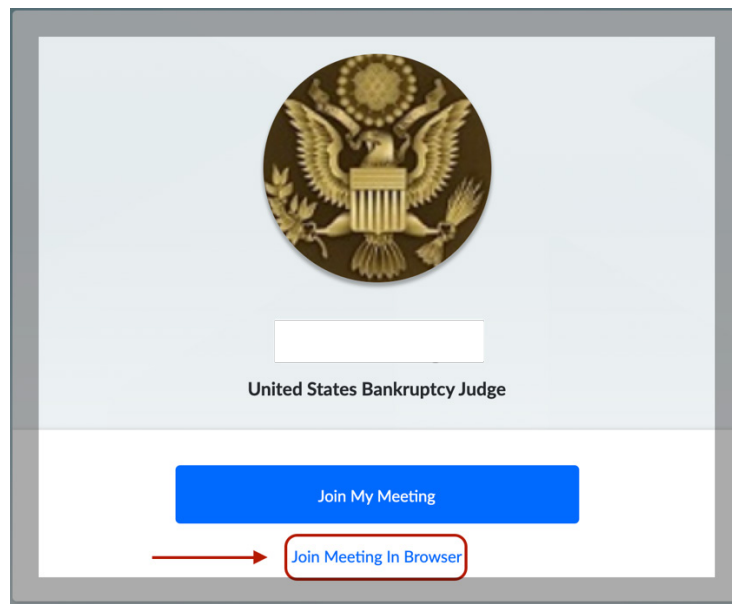
[Judge David R. Jones](#)

[Judge Christopher M. Lopez](#)

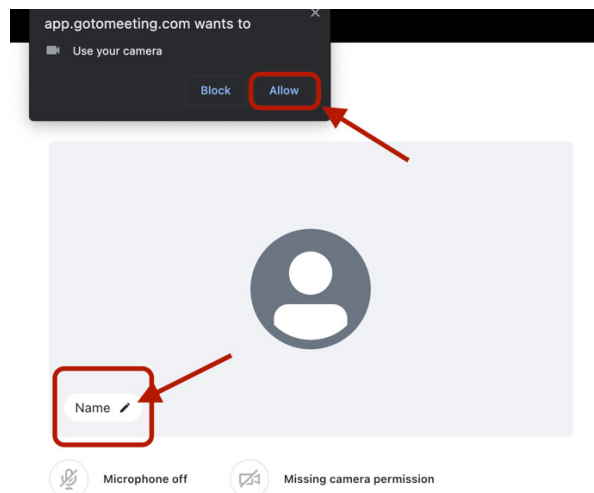
[Judge Jeffrey P. Norman](#)

[Judge Eduardo V. Rodriguez](#)

4. Join by clicking on Join Meeting in Browser (*as shown below*).



5. Once the page opens in your browser, allow GoToMeeting permission to your computer’s camera then click on the edit icon next to name and enter your Full Name (*as shown below*).



6. ***Please mute the microphone. You will speak to the Court through the audio dial-in on your mobile device.***