

**380<sup>th</sup> JUDICIAL DISTRICT COURT**  
**RULES FOR REMOTE PROCEEDINGS**

The 380th Judicial District Court has resumed in-person proceedings. However, the Court will permit remote hearings via Zoom by agreement. For good cause shown, the Court may permit individual parties, attorneys, and/or witnesses to appear remotely via Zoom for *non-jury* proceedings.

Participants appearing remotely will receive a link to the hearing. Each participant must have a computer or other electronic device with internet access, a video camera, a speaker, and a microphone. The Court (380@co.collin.tx.us) must receive the email address of each person who will be participating remotely no later than 12:00 P.M. the day before the hearing.

If an attorney (or self-represented party) intends to offer exhibits during the hearing, the person must email the exhibits (as attachments) to all counsel of record and any self-represented opposing party; to the Court Reporter (kimbrell@co.collin.tx.us); and to the Court (380@co.collin.tx.us) no later than 12:00 p.m. the day before the hearing. The subject of the email should include the case number and “[Plaintiff/Petitioner/Respondent, etc.] Exhibits.” Documents must be submitted in PDF format. Photographs must be submitted in PDF, JPG, or PNG format. Video recordings must be submitted in MP4 format. **The filename for each exhibit must include a distinct, corresponding identifier (e.g., “P1,” “P2,”).** The Court will not admit nor consider any exhibits that are not emailed to each of the above participants in a timely manner. The Court will not consider any exhibit as evidence unless and until said exhibit is properly admitted into evidence at the hearing.

Each participant appearing remotely is responsible for ensuring that he or she has a separate video and audio feed. Participants (including an attorney and client) should not attempt to share a single connection or device.

Any witness appearing remotely must be prepared to present a valid form of identification to verify his or her identity. It is the responsibility of the attorney or self-represented party who is calling a witness to ensure that the witness has the link to the proceeding and access to any exhibits which are material to his or her testimony.

**NOTICE TO THE PUBLIC:**

THE OPEN COURTS PROVISION OF TEXAS LAW ALLOWS CITIZENS ACCESS TO COURT PROCEEDINGS. ANYONE MAY CONTACT THE COURT TO OBTAIN ACCESS CODES TO REMOTE HEARINGS. OBSERVERS MUST REMAIN MUTED DURING A PROCEEDING. THE PUBLIC MAY OBSERVE A PROCEEDING BUT **VIDEO OR AUDIO RECORDING IS PROHIBITED.** WHEN ALL PARTICIPANTS, INCLUDING THE JUDGE, ARE APPEARING REMOTELY, THE PROCEEDING WILL BE BROADCAST LIVE AT THE FOLLOWING WEB ADDRESS:  
(<https://www.youtube.com/channel/UCrbquvWOZZQx6XuFnykQQCg/>)