

380th JUDICIAL DISTRICT COURT
RULES FOR REMOTE PROCEEDINGS

PROCEDURE FOR LITIGANTS:

The 380th will be using Zoom video conferencing to conduct hearings until further notice. Zoom is free to download at zoom.us. Alternatively, you can download the mobile app directly to your phone or tablet using the App Store (for Apple devices) or Google Play (for Android devices). The Court will email participants the link to the hearing. Your computer must have internet access, a video camera, and a speaker and microphone (preferably through a headset). IF YOU CAN ONLY PARTICIPATE VIA TELEPHONE, YOU MUST CONTACT THE COURT THE DAY BEFORE THE HEARING NO LATER THAN 12:00 PM.

Send the Court Coordinator (acabala@co.collin.tx.us) the email of each person who will be participating no later than 12:00 P.M. the day before the hearing.

If you intend to offer any exhibits during the hearing, you must email them to counsel for each party (or directly to the party if self-represented), to the Court Reporter (kkimbrell@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. **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 admitted into evidence at the hearing. Documents which have been e-filed and accepted by the District Clerk need not be resubmitted to the Court.

PROCEDURE FOR WITNESSES:

Witnesses MUST appear by Zoom. The attorney calling the witness is responsible for ensuring that the witness has a separate video and audio feed. Attorneys should not attempt to share a connection with a witness. All witnesses must be prepared to present a valid form of identification to verify his or her identity. It is the responsibility of the attorney calling the 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.

FOR THE PUBLIC:

THE OPEN COURTS PROVISION OF TEXAS LAW ALLOWS CITIZENS ACCESS TO COURT PROCEEDINGS. ANYONE MAY CALL THE COURT COORDINATOR (972-548-4762) TO OBTAIN ACCESS CODES TO HEARINGS. IF OBSERVING A PROCEEDING, YOU MUST REMAIN MUTED. THE PUBLIC MAY OBSERVE A PROCEEDING BUT **VIDEO OR AUDIO RECORDING IS PROHIBITED.**