

## 452<sup>nd</sup> JUDICIAL DISTRICT PROTOCOLS FOR COURT APPEARANCE

Court participants will appear in-person or electronically as directed. Failure to do so may result in sanctions, fines, issuance of warrants/capiases, default judgments or dismissals/denial of claims.

To appear electronically, a court participant must follow these instructions:

1. Appear using Zoom. You can create a free Zoom account by installing the free Zoom application on a computer, phone or tablet from either the Zoom website or App Store.
2. Zoom access is available at each district court clerk's office.
3. Use your real name or risk delay. Appear by audio and video. If you cannot connect by Zoom electronically, join the hearing by telephoning into Zoom.
4. Attorneys shall dress in traditional courtroom attire. Other participants will dress appropriately. Remove hats, caps and sunglasses. Failure to comply may result in removal from the hearing.
5. Attorneys of record, litigants and their spouses (when permitted by rule), experts, witnesses (while testifying) and other persons approved by the Court will be admitted in the Zoom hearing.
6. Witnesses and others may be required to remain in the Zoom waiting room.
7. No one may testify unless they appear by audio and video.
8. Inform the Court Coordinator as soon as possible if any participant requires an interpreter. Failure to do so may cause delay and waive any right to object. Zoom interpretation feature may be used.
9. Any official records are made by the court reporter who may be contacted for a transcript. The Zoom broadcast is not part of the official record or subject to disclosure by the Court.
10. Electronic/virtual hearings are open for public viewing. Recording, downloading or capturing video, audio or images of electronic proceeding or live stream is strictly prohibited.
11. Join the Zoom hearing 5-10 minutes prior to the scheduled time by clicking the link or entering it into the Zoom app. Join by audio and video. Verify connection to "Wifi or Cellular Data."
12. Contact the court coordinator at (325) 347-0755 for assistance.
13. Appear from a well-lit area (preferably indoors) with minimal background noise. Don't be positioned in front of a window or light source.
14. Remain in the virtual waiting room until admitted into the Zoom hearing. Multiple cases may be set at the same time. Do not disconnect or exit until dismissed by the Court.
15. A witness may not communicate with anyone but the Court while testifying nor review written or electronic documents or other items (including websites) unless directed to do so.
16. If the Rule as to Witnesses is invoked, witnesses may not view or listen to the live-stream broadcast.
17. Private meetings may be held in Zoom Breakout Rooms.
18. Exhibits and required documents should be emailed to the court coordinator prior to hearing at [rebecca.moneyhon@txcourts.gov](mailto:rebecca.moneyhon@txcourts.gov). Use PDF for documents, JPG and PNG for images, and MP4 for videos. No DOC formats, zipped or archived files, or executable files will be accepted. A Dropbox may be required for large files. Rebuttal exhibits may be submitted to the court coordinator or through Zoom Chat. In-person participants must bring their exhibits to the courtroom. Represented parties will submit their exhibits in digital form, as described above or on a USB thumb drive.
19. Mark exhibits with the county, cause number, unique exhibit number and short description.
20. Additional instructions and admonishments may be given by the Court.
21. Violation of these protocols may constitute contempt of court resulting in fine/incarceration.

SIGNED this 9<sup>th</sup> day of February 2023.

  
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JUDGE PRESIDING