

Rules for Remote Hearings (by Zoom and Phone)

219th Judicial District Court

Collin County, Texas

JUDGE JENNIFER EDGEWORTH

Court Staff

Court Coordinator: Amy Munger amunger@co.collin.tx.us
972-548-4662

Court Bailiff: Tim Patterson tpatterson@co.collin.tx.us
972-548-4403

Court Reporter: Tonya Lebo tlebo@co.collin.tx.us
972-548-4405

PROCEDURES FOR LITIGANTS

The 219th District Court can use Zoom conferencing for Remote Hearings when requested by the parties. Zoom is **free** to download, and you and your witnesses will need to download Zoom at www.zoom.us, or you can download the app directly to your cell phone. The Court will email you a link to the hearing, and will also provide a phone number if a self-represented litigant or witness does not have internet access. Please make sure that you have also updated Zoom to the latest version on the device you use for the hearing.

- (1) **To appear on camera for the Remote Hearing:** You need (1) a computer with internet access and a camera, (2) a laptop with internet access and a camera, or (3) a smartphone with a camera.
- (2) **To participate by phone for a Remote Hearing:** If you only have a telephone, you can still dial into the hearing and the parties can hear you but not see you at the hearing, and you can hear those participating.
- (3) **To schedule a Remote Hearing:**
 - a. You must email the court coordinator, Amy Munger, at amunger@co.collin.tx.us by Noon three business days before the hearing.
 - b. The Subject Line of the email should say: Zoom Hearing Request – [Insert Cause No. of Case]
 - c. The request should copy opposing counsel (or self-represented parties), and include emails of all parties and witnesses participating.
 - d. If any parties or witnesses are participating only by phone, you must include a cell phone number for them.
 - e. The Court will be the host of the hearing, and will email all those participating a link for the hearing and a phone number to call in.
 - f. If both parties do not agree to a hearing by Zoom, the hearing will be in-person, or the party requesting the Zoom hearing will need to set a hearing on the objection, which can be presented by submission.
 - g. If the parties want to conduct the hearing in-person, but have a witness appear by Zoom, both parties must agree to the witness appearing by Zoom. If there is not an agreement, the party that wants to present the witness by Zoom will need to set the objection for a hearing with the Court, which can be set by submission.

(4) Using Exhibits at the Remote Hearing:

- a. If you intend to offer any exhibits during the Remote Hearing, please email them to all parties, the court coordinator Amy Munger, amunger@co.collin.tx.us and the court reporter Tonya Lebo, tlebo@co.collin.tx.us before the hearing begins, preferably by Noon the day before the hearing. This is so that the court and court reporter have access to the exhibits during the hearing.
- b. The subject line of the email should say: Zoom Hearing Exhibits of (Plaintiff/Petitioner/State or Defendant/Respondent) – Cause No.
- c. The documents must be in pdf format and pre-marked (or saved) by Exhibit No. For example, save each exhibit as a separate pdf, and name each pdf as PEX1, PEX2, etc.
- d. If you have voluminous exhibits, these exhibits may also be uploaded to the Court's Dropbox account and Amy Munger can provide you with the link.
- e. Documents which have been e-filed and accepted into the Courts file do not need to be re-sent to the Court's email.

PROCEDURES FOR WITNESSES

- (1) Witnesses should appear by video conferencing.
- (2) If a witness does not have the capability for video conferencing and can only call in on the phone, then the witness cannot testify regarding any exhibits.
- (3) The attorney calling the witness is responsible for ensuring the witness has a separate video and audio feed.
- (4) Attorneys should not attempt to “share” a connection with a witness.
- (5) All witnesses should be prepared to present a valid form of identification to verify their identity to the Court over the video feed.
- (6) It is the responsibility of the attorney offering the witness to ensure that the witness has the link to the proceedings and that all exhibits are available to the witness, including those of opposing parties.

FOR THE PUBLIC

THE OPEN COURTS PROVISIONS OF THE TEXAS LAW ALLOWS ALL TEXANS ACCESS TO COURT PROCEEDINGS. Remote hearings are live streamed in the courtroom of the 219th District Court, Collin County, Texas. VIDEO OR AUDIO RECORDING IS PROHIBITED. The public may view the proceeding while it is happening, but is prohibited from recording the proceeding. Anyone who records the proceedings, other than the official court reporter, may be held in contempt of Court.

NOTICE OF HEARING

The format below may be used for providing parties and witnesses with Notice of the Remote Hearing and/or for a subpoena of a witness:

Cause No. _____

PETITIONER/PLAINTIFF/STATE	§	IN THE DISTRICT COURT
V.	§	219 TH JUDICIAL DISTRICT
RESPONDENT/DEFENDANT	§	COLLIN COUNTY, TEXAS

NOTICE OF REMOTE HEARING

This matter is set for a remote hearing by Zoom on [fill in date] at __:__ am/pm.

To appear via video conference on Zoom, you will need to have an electronic device with an internet connection. You may use a smart phone, iPad/tablet, or webcam/built in camera with sound and video. You will also need to install the ZOOM APP before the conference begins at www.zoom.us

<https://zoom.us/join>

Meeting ID: _____ - _____ - _____

To join the hearing via Zoom:

Please go to: <https://txcourts.zoom.us/j/>

Then type in the above referenced Meeting ID.

To join the hearing by Audio/Phone:

Dial any of these numbers. If dialing in Texas, you should use the Houston phone number 1-346-248-7799. Then type in the above referenced Meeting ID.

- +1 346 248 7799 US (Houston)
- +1 669 900 6833 US (San Jose)
- +1 929 205 6099 US (New York)
- +1 253 215 8782 US
- +1 301 715 8592 US
- +1 312 626 6799 US (Chicago)