

416th District Court
Rules for Remote Proceedings Set by the
Court

PROCEDURES FOR LITIGANTS:

If the Court gave notice of a remote proceeding. It is free to download at zoom.us or you can download the app directly to your cell phone. The Court will email you a link to the hearing. Your computer must have internet access, a video camera and a microphone, preferably by way of a headset.

Ensure the Court Coordinator (SJanway@co.collin.tx.us) has the email of all participating parties to the case at the time of scheduling the hearing. The Court will be the “host” of all hearings.

If you intend to offer any exhibits during the hearing you need to email them to all parties, the court reporter (DMoses@co.collin.tx.us) and the Court Coordinator SJanway@co.collin.tx.us) not later than 12:00 p.m. the day before the hearing. The subject of the email should be the full cause number and “ – Plaintiff Exhibits” (or cause number “ – Defendant Exhibits”). The documents must be in .pdf format. The Court cannot consider any exhibits not emailed to the court reporter in a timely manner. If you fail to follow this requirement the court reporter will not maintain these documents in the record.

Documents which have been e-filed and accepted into the Courts file need not be re-sent to the Court.

PROCEDURES FOR WITNESSES:

Witnesses MUST appear by video conferencing. 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 should be prepared to present a valid form of identification to verify their identity to the Court over the video feed. 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.