

**352nd DISTRICT COURT
REMOTE HEARING PROCEDURES**

PROCEDURES FOR LITIGANTS:

The 352nd District Court allows for Zoom video conferencing. It is free to download at zoom.us, or you can download the app directly to your cell phone. Your computer must have internet access, a video camera, and a microphone.

Ensure the Court Coordinator (KLStewart@TarrantCounty.com) has your e-mail address at least 72 hours before any hearing. The Court Reporter or Court Coordinator will e-mail you a link to the hearing. Because of the importance of the record the Court Reporter, Michelle Escobar, will be the “host” of all hearings. **IF YOU CAN ONLY PARTICIPATE VIA TELEPHONE, YOU MUST COORDINATE IT THE DAY BEFORE WITH THE COURT REPORTER**

If you intend to offer any exhibits during the hearing, you need to e-mail them to all parties, the Court Coordinator (KLStewart@TarrantCounty.com), and the Court Reporter (MFEscobar@TarrantCounty.com) no later than 4:00 p.m. the day before the hearing. The subject of the e-mail should contain the full cause number and an indication of “Plaintiff’s Exhibits or Defendant’s Exhibits.” The documents must be in .pdf format. The Court cannot consider any exhibits not e-mailed to the Court Reporter in a timely manner. If you fail to follow this requirement, the Court Reporter may be unable to maintain these documents in the record.

PROCEDURES FOR WITNESSES:

Witnesses **MUST** appear by video conferencing. The attorney calling the witness is responsible for ensuring that the witness has a video and audio feed that is separate from the attorney’s 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 any witness to ensure that all exhibits are available to the witness, including those of opposing parties.