

**397<sup>TH</sup> DISTRICT COURT**  
**RULES FOR NON-CRIMINAL REMOTE PROCEEDINGS**  
**01/19/21**

In light of the requirement that virtually all hearings be conducted on Zoom, the Court gives the following instructions regarding the conduct of those hearings.

**PROCEDURES FOR LITIGANTS**

1. **When conducting a hearing on Zoom all parties should conduct themselves appropriately and dress as if they are appearing for an in-person hearing.**
2. The 397<sup>th</sup> District Court uses Zoom video conferencing for remote hearings. It is free to download at <https://zoom.us/> Zoom can be used on a computer or mobile device that has internet access, a video camera and a microphone.
3. After a hearing is requested by a party, or set by the Court, an email containing a link to the Zoom hearing will be forwarded to the attorneys of record. Accordingly, it will be necessary to make sure the Court Coordinator ([trusty@co.grayson.tx.us](mailto:trusty@co.grayson.tx.us)) has the email of the attorneys of all participating parties at the time a hearing is requested. The Court will be the "host" of all hearings.
4. Any exhibits expected to be offered during a hearing will need to be emailed to all parties and the court reporter ([thomasp@co.grayson.tx.us](mailto:thomasp@co.grayson.tx.us)) no later than 12:00 p.m. the day before the hearing. If the exhibits are more than 25 pages, a courtesy copy must be provided to the Court. The subject line of the email forwarding exhibits should include the full cause number and "-Plaintiff Exhibits" (or full cause number "-Defendant Exhibits"). The documents must be in .pdf format. Video or audio exhibits should be submitted by flash drive, and the party offering the exhibit should be able to play the exhibit from their own device.

The Court cannot consider exhibits not provided to the Court in a timely manner. If these requirements are not met the court reporter will not maintain these documents in the record. Documents which have been e-filed and accepted into the Court's file need not be re-sent to the Court.

**NOTICE OF HEARING**

It is the responsibility of the party requesting a hearing to give proper notice under the Texas Rules of Civil Procedure. Any notice of hearing should specify that the hearing will be by Zoom, and include the Zoom link for the hearing.

**PROCEDURES FOR WITNESSES**

Witnesses must appear by Zoom. The attorney presenting a witness is responsible for ensuring that the witness has a video and audio feed. Attorneys should not attempt to "share" a connection with a witness. **It is the responsibility of the attorney presenting the witness to ensure the witness has the Zoom link to the proceedings, and that all exhibits are available to the witness, including those of opposing parties.**