

**15<sup>TH</sup> DISTRICT COURT  
RULES FOR REMOTE PROCEEDINGS  
01/13/21**

In light of the requirement that virtually all hearings will be on Zoom, the Court gives the following instructions: **When conducting a hearing on Zoom all parties should conduct themselves and dress appropriately as if they are appearing for an in-person hearing.**

**PROCEDURES FOR LITIGANTS:**

The 15<sup>th</sup> District Court is using Zoom video conferencing. It is free to download at <https://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 ([whitneyd@co.grayson.tx.us](mailto:whitneyd@co.grayson.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 and the Court at [whitneyd@co.grayson.tx.us](mailto:whitneyd@co.grayson.tx.us) not later than 12:00 p.m. the day before the hearing. If the exhibits total more than 25 pages, a courtesy copy must be provided to the Court either by hand-delivery or by mail. The subject of the email should include the full cause number and “-Plaintiff Exhibits” (or cause number “-Defendant Exhibits”). The documents must be in .pdf format. Any video or audio exhibit should be submitted via flash drive and the party admitting the exhibit should be able to play the exhibit from their own device. The Court cannot consider any exhibits not submitted to the Court in a timely manner. If you fail to follow these requirements 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 resent 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 whether the hearing will be by Zoom or in-person. If the hearing is by Zoom, the notice should include the Zoom link for the hearing.

**PROCEDURES FOR WITNESSES:**

Witnesses must appear by Zoom. The attorney calling the 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 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.