

## PARKER COUNTY COURT AT LAW NO. 2 RULES FOR REMOTE HEARINGS

The following restrictions and limitations will apply but should be similar to what is required for an in-person hearing. Rules of Decorum and dress code apply. No hats, t-shirts, shorts, tank tops, pajamas, etc. No gum, drinks (other than water or coffee) or food during the hearing. No children, pets or nonlitigants should be on video.

### *PROCEDURES FOR LITIGANTS:*

Parker County Court at Law No. 2 will be using Zoom video conferencing. It is free to download at Zoom.us or you can download the Zoom Cloud Meetings app directly to your cell phone. Court Coordinator [Michelle.Snell@parkercountytx.com](mailto:Michelle.Snell@parkercountytx.com) or [Susan.Hinsley@parkercountytx.com](mailto:Susan.Hinsley@parkercountytx.com) will email you a link to the hearing. Your computer must have internet access, a web or internal camera, and a headset with a microphone. Microphones should be muted unless you need to object or are requested to speak.

IF YOU CAN ONLY PARTICIPATE VIA TELEPHONE YOU MUST COORDINATE IT THE DAY BEFORE WITH THE COURT COORDINATOR. If you do not have an electronic device, please contact the Court Coordinator so arrangements can be made for your participation in the hearing.

Send your email address to the Court Coordinator not later than 4 p.m. the day before any hearing.

If you intend to offer any exhibits during the hearing you need to email them to all parties, the Court Reporter [Ashlee.Wells@parkercountytx.com](mailto:Ashlee.Wells@parkercountytx.com) and the Court Coordinator not later than 4 p.m. the day before the hearing. The subject of the mail 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.

Any responses, replies or proposed orders e-filed with the County Clerk less than 24 hours before the hearing should also be emailed in .pdf format to the Court Coordinator. Cases for the judge's reference need not be e-filed with the County Clerk but should be emailed to the Court Coordinator at least 4 hours before the hearing to allow consideration. Documents which have been e-filed and accepted need not be re-filed with the Clerk.

### *FOR THE PUBLIC:*

THE OPEN COURTS PROVISION OF TEXAS LAW ALLOWS ALL TEXANS ACCESS TO COURT PROCEEDINGS. ACCORDINGLY, THESE PROCEEDINGS WILL BE LIVE ON YOUTUBE. SEE <https://www.txcourts.gov/programs-services/electronic-hearings-with-zoom/youtube-channel-directory/> FOR LISTINGS. THE PUBLIC MAY VIEW OR LISTEN TO PROCEEDINGS BUT VIDEO OR AUDIO RECORDING IS PROHIBITED.