

67th DISTRICT COURT PROCEDURES FOR REMOTE HEARINGS

PROCEDURES FOR LITIGANTS:

The 67th District Court is using 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 (EMLangford@tarrantcounty.com) has your email address at least 72 hours before any hearing. The Court Reporter or Coordinator will email you a link to the hearing. Because of the importance of the record the Court Reporter, Monica Ritchie, 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** (MARitchie@tarrantcounty.com).

If you intend to offer any exhibits during the hearing you need to email them to all parties and the Court Reporter (MARitchie@tarrantcounty.com) no later than 4:00 p.m. the day before the hearing. The subject of the email should be the full cause number and “Plaintiff or 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 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 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 all exhibits are available to the witness, including those of opposing parties.