

456TH JUDICIAL DISTRICT COURT GUADALUPE COUNTY RULES FOR REMOTE HEARINGS

The Governor has declared a state of emergency and the Office of Court Administration (OCA) has suggested that all non-critical court proceedings should be suspended. However, technology and state law allows options not previously available. As such, the 456th Judicial District will continue to conduct hearings if the parties have the technology and desire to do so. The following restrictions and limitations will apply, but should be similar to what is required for an in-person hearing. Any request for a courtroom hearing will be considered but likely postponed. It is anticipated most parties will agree to a “virtual” hearing.

PROCEDURES FOR LITIGANTS:

The 456th Judicial District court will be using Zoom for video conferencing. It is free to download at zoom.us or you can download the App directly to your cellphone. The Court Reporter or Administrator will email you a link to the hearing. Your computer must have internet access, a video camera, and a headset with a microphone. **IF YOU CAN ONLY PARTICIPATE VIA TELEPHONE, YOU MUST COORDINATE IT THE DAY BEFORE WITH THE COURT REPORTER.**

Ensure the Court Reporter (shannon.hurst@co.guadalupe.tx.us) and the Court Administrator (lornad@co.guadalupe.tx.us) have your email address not later than 12:00 PM the day before any hearing.

If you intend to offer any exhibits during the hearing, you will need to email them to ALL parties, the Court Reporter, and the Court Administrator not later than 9:00 AM the day before the hearing. The subject of the email should be the full cause number and either Plaintiff Exhibits or Respondent/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.

Attorneys requesting or issuing a subpoena for any witness of the hearing shall provide sufficient information to the witness to allow the witness to appear by remote link or phone, and if the subpoena includes a duces tecum, shall arrange to have the documents available to the Court electronically or by hand copy at least one (1) full business day before the hearing.

Any responses or replies e-filed with the Clerk less than 48 hours before the hearing should also be emailed in .pdf format to the Court Administrator at least four (4) hours before the hearing to allow consideration. Documents which have been e-filed and accepted need not be re-filed with the Clerk.

Attorneys requesting a hearing on temporary orders shall complete the Order Setting hearing available on the Court’s website: <https://www.co.guadalupe.tx.us/456/456.php>. Prior to any hearing on temporary orders, the Financial Information Sheet shall be completed and submitted to the Court Administrator via email a minimum of 48 hours prior to the hearing. The Financial

Information Sheet is available on the Court's website. If the temporary orders hearing will involve issues of child support or spousal maintenance, each party shall provide the Court and opposing counsel copies of any income tax returns for the last two (2) years and the two (2) most recent pay stubs in addition to the Financial Information Sheet.

All participants are reminded that these are Official Court Proceedings.
All parties participating in the hearings will be on camera as well as on YouTube.
All participants are expected to dress accordingly.

FOR THE PUBLIC

THE OPEN COURTS PROVISION OF TEXAS LAW ALLOWS ALL TEXANS ACCESS TO COURT PROCEEDINGS. HEARINGS WILL BE LIVE STREAMED USING YOUTUBE. You can locate the YouTube channel by searching using 456th Judicial District Court Texas or by using this link:

<https://www.youtube.com/channel/UChKAgqUGiPg8oMW0vYadXAw>