

Hearing to be by Zoom:

- 1) Call clerk to set your hearing: (214) 653-6603
Ask the clerk to note under comments “Zoom” hearing.
- 2) E-file notice of hearing. Your notice should state:

The hearing will be by **ZOOM, Meeting ID 941 9835 0765.**

To Join and participate in the hearing:

1. Go to www.Zoom.com
2. Click Join, then click Join Meeting.
3. Enter Meeting ID 941 9835 0765

Your notice should advise the other side to e-mail a courtesy copy (after it has been e-filed) to the Coordinator no less than 48 hours before the hearing. (Note, if the filing has not been accepted by the clerk, mail a courtesy copy to the coordinator anyway. Do not wait for it to be accepted before sending). Be sure to include opposing counsel on the e-mail.

e-mail: kalonzo@dallascourts.org

- 3) **No later than 48 hours before your hearing** (not including weekends or holidays), e-mail a courtesy copy (PDF format) of any Motion, Response, Reply and proposed Order related to your hearing to the Coordinator: kalonzo@dallascourts.org

When you send courtesy copies, your e-mail should include:

- 1) **CAUSE NUMBER IN SUBJECT LINE** - Also include date and time of your hearing (ex. May 9, 1:30 pm)
- 2) list the contact information for everyone appearing at the hearing (their name, who they represent, e-mail address and cell phone number). The cell number is necessary for the Judge or Court Reporter to contact counsel in event of an emergency. If you don't have the contact info, send your e-mail anyway and state that you do not have it.

This is needed in PDF format (NO LINKS, NO ZIP FILES). The coordinator will then transmit your e-mail to the Judge. Please be sure to copy the opposing side on your e-mail.

Should the hearing be canceled, 1) call the **CLERK** to cancel your hearing (214) 653-6603. Unable to reach the clerk? 2) send an e-mail to the Court Coordinator: kalonzo@dallascourts.org and to the Court Reporter: deanakrouse@yahoo.com so that they may notify the Judge.

Any questions about these procedures, call the Coordinator at (214) 653-6361.