



301st Judicial District Court

Judge Mary Brown, District Judge

Judge Drew Ten Eyck, Associate Judge

**600 Commerce Street
Dallas, Texas 75202
214-653-7385**

SETTING HEARINGS

Setting hearings on Judge Brown's docket

Email the Court Coordinator (cnicholson@dallascounty.org) and copy opposing counsel/pro se for available dates. The subject line of the email must include the cause number.

Setting hearings on Judge Ten Eyck's docket

Call the Clerk at 214-653-7385 to set your hearing.

Notice of Hearing

Your notice must contain the location of the hearing – either in person or by Zoom. If the hearing will be by Zoom, the Notice of Hearing must contain the Zoom Meeting ID.

Judge Brown has the same Zoom Meeting ID each day. It is 967 4216 3752

Judge Ten Eyck has the same Zoom Meeting ID each day. It is 946 7872 8910

SUBMITTING EXHIBITS

If you intend to offer any exhibits during the hearing, you should email them to the Court and all counsel/pro se two business days before the hearing per the instructions below. This allows the Court Reporter time to organize the exhibits so they are ready to be admitted at the hearing and for everyone else to ensure the exhibits are available to the witnesses.

The subject of the email should be “*full cause number* - Mother's/Wife's Exhibits _____” or “*full cause number* – Father's/Husband's Exhibits_____”. The exhibits must be premarked/saved by exhibit number in PDF or MP3 format. The maximum file size per email is 20MB.

For hearings with Judge Brown, email them to sbeheler@dallascounty.org
For hearings with Judge Ten Eyck, email them to dc301@dallascounty.org

ZOOM PROCEDURES

Zoom is free to download at www.zoom.us or you can download the app directly to your cell phone or tablet. Your computer must have internet access, a video camera and a microphone preferably by the way of a headset. You may appear using a smart phone

using the Zoom app which is free to download. If you do not have a computer or a smart phone, you may still appear by audio by calling the phone number on the Zoom invite.

To preserve the record, everyone should be appearing in a separate location with a separate connection. Witnesses under the rule can be placed in the waiting room or a breakout room until they are called to testify.

BEFORE THE HEARING

Do a dry run with everyone and their connection. Make sure they have audio and video set up and are comfortable with using it. Choose a location that has adequate lighting and is away from other noise and distractions. Attorneys and clients should not be sharing the same laptop or other device. The sound quality is often poor which makes the record of the proceedings poor. In addition, the Court cannot see everyone clearly if they are not directly in front of the camera. Everyone should be in a different room with their own connection.

THE DAY OF THE HEARING

As you join the meeting with the meeting ID, make sure your Zoom name is your correct name. Some people have personal accounts or shared accounts and the name on the account might not be one the Court recognizes or might simply be iPhone. Once you join the meeting, you cannot change your name. For large dockets such as the pretrial docket, the Court will bring each case in one at a time so it is important we can easily identify you by name. If another attorney is appearing for the attorney of record, inform the Court Administrator or they may not be admitted to correct hearing.

Make sure you click on Join with Video and Join with Audio. As you enter the meeting, you will automatically be on mute. You will need to unmute yourself. Unless you are speaking, you should stay on mute so any background noise does not interfere with the making of a record or the ability of the Court to hear everyone.

Zoom proceedings are actual court proceedings conducted in a virtual courtroom. Hearings will be live streamed to the public, so participants must treat Zoom proceedings with the same respect as in -person court proceedings. All of the usual in-person courtroom decorum, demeanor and dress code rules apply. The live feed will be removed from public view once the hearing is completed.

You should have all of your exhibits ready on your computer. If you have properly submitted them, everyone will have all of your exhibits. In the event there is a question or you want to be able to point to something specific, the Court can enable you to share your screen and show the exhibit from your computer.

DURING THE HEARING

As you enter the meeting, you will automatically be on mute. You will need to unmute yourself. If you are not the one testifying or questioning a witness, leave yourself muted so any background noise does not interfere with the making of a record or the ability of the Court to hear everyone.

If you were watching the livestream on the YouTube channel prior to entering the courtroom, you will have to turn that off otherwise there will be significant interference with your audio connection.

If you want the Court Reporter to make a record, only one person can talk at a time. There can be a slight lag time on the audio on Zoom so everyone should pause before speaking to allow the Court Reporter to hear the complete question and the complete answer.

If you have a legal objection, raise your hand and state your legal objection. During an in-person hearing, you would normally stand to make your objection. The motion of raising your hand will help alert everyone to stop. Please advise your client and your witnesses to watch for this motion from you and opposing counsel and to stop so the Court can rule on the objection.

If requested, counsel and parties may be moved by the Court into a Breakout Room for private conferences, settlement discussions, etc. Breakout Room discussions are not recorded or live streamed and only persons in the Breakout Room are able to hear the discussion.

PROCEDURES FOR WITNESSES

Witnesses **MUST** appear by video. The attorney/pro se calling the witness is responsible for ensuring that the witness has a separate video and audio feed. No one should attempt to “share” a connection with a witness. Everyone should be in a separate location with a separate connection so that a witness placed under the rule can be placed in the waiting room. It is the responsibility of the attorney/pro se 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.

FOR THE PUBLIC:

THE OPEN COURTS PROVISION OF TEXAS LAW ALLOWS ACCESS TO COURT PROCEEDINGS. BE AWARE THAT VIDEO OR AUDIO RECORDING IS PROHIBITED. ANY RECORDING OF THE HEARINGS BY AUDIO OR VIDEO, BY ANY PARTY, ATTORNEY, WITNESS, OR THIRD PARTY IS STRICTLY PROHIBITED DUE IN PART TO THE NATURE OF FAMILY LAW PROCEEDINGS. THIS IS TO PROTECT THE SAFETY AND WELFARE OF THE CHILDREN AND PROTECTED HIPPA INFORMATION. WITNESSES PLACED UNDER THE RULE ARE PROHIBITED FROM VIEWING THE PROCEEDING ON YOUTUBE UNTIL THEY HAVE BEEN RELEASED FROM THE RULE BY THE COURT. VIOLATORS MAY BE HELD IN CONTEMPT OF COURT.

YouTube channels:

Judge Mary Brown

<https://www.youtube.com/channel/UCJBfFlN44h1R7NXfk9pJpFw>

Judge Drew Ten Eyck

<https://www.youtube.com/channel/UCvZk-RAOuCFazRsIc1TKcbw>