

## GUIDANCE ON USE OF VIDEOCONFERENCING IN THE 134<sup>TH</sup> JUDICIAL DISTRICT COURT

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### **BEFORE SCHEDULING A VIDEOCONFERENCE, PLEASE NOTE:**

- The court uses enterprise-level videoconferencing: **Microsoft Teams**. The court does not support consumer-level videoconferencing.
- The court will begin proceedings at 8:00 a.m. Technical staff at the remote conference location must be available to assist, in case of a problem.
- The court will maintain a virtual docket for litigants who request and agree to a virtual hearing. Contact the coordinator for the available dates and times.

### **PLEASE NOTE THE FOLLOWING:**

- To ensure a seamless experience on the day of the event, it is important that the room is free of clutter and noise.
- Provide the following information in your request for the virtual room to be generated/setup from the Court Coordinator:
  - Cause Number and Case Style?
  - Date of the hearing?
  - Time of the docket hearing?
  - Duration of hearing for **ALL** sides?
  - What is being heard on this setting?
  - Is this request a reset/rescheduled of a previous hearing, which had NOT occurred or taken place?
  - Email address for all persons expected to participate in the hearing.  
**IMPORTANT:** Tell us where to send the MSTeams videoconferencing hearing invitation link (this needs to include the other parties to the case).
  - **NOTE:** the MSTeams videoconferencing hearing invitation link is NOT notice of your hearing.

### **ON THE DAY(S) OF THE VIDEOCONFERENCE, PLEASE NOTE:**

- The court will connect the videoconference a few minutes before the start of the scheduled proceeding to allow time to work through any unexpected connection problems. The court will also test all microphones and camera angles. It is important that technical staff at the remote conference site be present at this time.
- While the proceeding is in progress, technical staff at the remote conference site must remain available by telephone in case of a problem.
- If the proceeding spans multiples days, the court will connect at least 15 minutes early each day.

### **ORDERING REPORTER'S RECORD:**

When requesting a Reporter's Record, please fill out the [134<sup>th</sup> Request for Reporter's Record Form](#) and email it to the Reporter at [tina.thompson@dallascounty.org](mailto:tina.thompson@dallascounty.org)

Daily copies must be requested at least three (3) weeks in advance of proceedings and is dependent upon court reporter's workload and availability.

### **PAPER & AUDIO/VISUAL EXHIBITS:**

- Paper exhibits: All proposed/admitted/offered exhibits should be pre-marked and emailed to the Court Reporter. Paper exhibits should be in PDF format and can be emailed to the Reporter at [tina.thompson@dallascounty.org](mailto:tina.thompson@dallascounty.org).
- Audio/Visual exhibits: Audio/Visual file names should include the exhibit number and whether it's a video or audio recording. Audio/Visual exhibits can be send to the Reporter via Dropbox - [tina.thompson@dallascounty.org](mailto:tina.thompson@dallascounty.org).

### **BENCH TRIAL PROCEDURES FOR PARTIES/WITNESSES:**

- Please check in advance of Bench Trials that your audio and video connections are working.
- Parties and witnesses **MUST** have their video connection on at all times and their microphones should only be muted if instructed to by the Court and Court Reporter, so that they can be heard and seen by the court during all Bench Trial proceedings.
- If, in the unexpected event of visual/video connection issues, all parties/witnesses **MUST** connect via telephone and **MUST** have their telephone connection on “speaker” setting at all times during the Bench Trial proceedings.