

Procedures for the Zoom proceedings:

- 1: MOVANT MUST SEND LINK TO ALL PARTIES!
- 2: Please e-mail all exhibits that you intend to offer during the proceedings as soon as possible to VDobbins@dallascounty.org, the Court Reporter.
- 3: The exhibits should be e-mailed to opposing counsel as well.
- 4: The exhibits should be pre-marked in one PDF, if possible, and tabbed/bookmarked.
- 5: Upon entry to the Zoom proceedings, you will automatically be placed into the waiting room. While you are awaiting to be admitted into the proceedings, be sure that your first and last name is shown so that we can identify all participants before entry.
- 6: Each participant should be on a separate device and in a separate room/location so that there is no feedback because devices are too close in proximity to each other.
- 7: Send the Zoom link to everyone that you intend to have participate in the proceeding (witnesses, attorneys, parties, etc.)
- 8: All participants should be present at the start of the proceedings.
- 9: **To CANCEL/PASS the Hearing, Please Contact the Clerks' Office at 214-653-7791.**
- 10: **Please Email Courtesy Copies of Exhibits to 193court@dallascourts.org. If the number of pages exceeds 50, please mail physical copies.**