

### **Zoom Hearing Notice:**

- 1) Call the Court Clerk at (214) 653-7427 to set **ZOOM HEARING**
- 2) E-file notice of hearing. Your notice should state:

“The hearing will be by **ZOOM** on \_\_\_\_\_, 202\_ at \_\_\_\_\_ a.m./p.m.  
You may access the ZOOM link at **<https://txcourts.zoom.us/j/82836274342>**.”

- 3) ***No later than THREE DAYS before your hearing*** (not including weekends or holidays), Movant is to provide a paper copy of any Motion, Response, and Reply, along with proposed Orders from both sides, related to your hearing to the Court. Only bindings if the pleadings that have more than 10 pages, including exhibits. Otherwise, no courtesy copy is necessary.

### **Cancellation of Zoom Hering:**

- 1) Call the **CLERK** at (214) 653-7427 to cancel your hearing.
- 2) If you are unable to reach the CLERK by phone, you may send an e-mail to the Court Coordinator: [sheria.n.west@dallascounty.org](mailto:sheria.n.west@dallascounty.org) and to the Court Reporter: [Trashuna.Salaam@dallascounty.org](mailto:Trashuna.Salaam@dallascounty.org)
- 3) so that they may notify the Judge.

Any questions about these procedures, call the Sheria West, Court Coordinator at (214) 653-6996.

***\*\*All participants appearing via zoom are expected to appear in appropriate court attire.***