FAQs Policies and Procedures

- **Effective January 1st, 2024, County Court at Law No. 2 will be using Zoom for remote proceedings.**
- Please be sure to check on proposed orders **weekly** to get notes that have been left by the Judge.
- **Dockets**: Jury Trials are conducted Tuesday-Wednesday.
- Bench trials held in Auxiliary court **5A and 5B** are required to contact the BackLog Court for any questions.
- Scheduling Orders/ Continuances
    - Scheduling Orders – This court does not give out potential dates for scheduling orders. Parties will have to confer with the other side to come up with any Tuesday in the year that isn't on a non-jury week. Once that date is decided you will need to add that date to the scheduling order and e-file. The court will review and try its best to get that date set.
    - Continuances – Motion for Continuances must have an Order attached with the motion. In the motion you must state the time frame in which you would like this case to be reset.
    - **Any Scheduling Orders or Motion for Continuances must be Agreed to by both sides. If not agreed, you will need a hearing.** Please leave Pre-trial date blank.

Monday	Tuesday	Wednesday	Thursday	Friday
Evictions Trials	Jury Trial	Submission Docket	Non-Jury Trial	Dismissal Hearings
In-Person Hearings				Final Disposition
				Virtual Hearing
				Submission Docket

- Hearings
    - **All hearings are set with the court coordinator**. You can reach them at 214.653.7365.
- Announcements on Trial dates
    - **All Jury Trials must announce by Thursday, prior to Tuesday's trial.**
    - Announcements must be emailed to the Court Coordinator Jaimaya Pruitt at **Jaimaya.Pruitt@dallascounty.org**. Please check the courts online portal to get your status for trial.
- Minor Prove Ups
    - Minor Prove Ups are needed for all cases involving a minor.
    - Please contact the Court Coordinator for available dates.
- Dismissal and Disposition Hearings
    - These hearings do not require an appearance.
- **The Submission docket is not a hearing.**
    - **Proposed orders need to be e-filed prior to the date of submission.**

Apple Products:

Clickshare Desktop Application

- Download Clickshare Application here: https://www.barco.com/en/product/clickshare-app
- Connect your Mac or PC to the Wireless Access point Called “Clickshare Courtroom Number 123” (Where 123 is the actual court number AJ after the court number indicates that it is the Associate Courtroom).
- The password for the clickshare WAP is “clickshare”
    - Please note you will not have internet access through this access point as it is not connected to the internet.
- Once connected with the application open you will select the appropriate court room device by court name. There may be a pin code that is required to be entered. This will be on the Barco presentation screen when it is showing in the room.

Clickshare Button:

- https://www.youtube.com/watch?v=vZIdPXatkzQ
- Certain computers might auto run straight way if they are not fully updated with the newest software and will need the executable run.
    - How to do that is shown here https://www.youtube.com/watch?v=RJzXtCEM7Zk

If additional assistance or information is needed, please submit a request to the I.T. Service Desk at servicedesk.servicedesk@dallascounty.org.