

NEW: ZOOM NOTICE and PROCEDURES

*** Please note that this court is now using Zoom's waiting room. Please put your first, last name and Case Number in the Rename feature of Zoom.

It's the Court's understanding that your firm noticed the hearing. We request that you forward the Zoom invitation to all the invited participants.

The judge will be presiding over the above-mentioned case and proceeding(s) via Zoom. The link and telephone numbers are available below.

Please **do not** efile a document with this Zoom link/info attached to it.

If you would like to change your case to the submission docket or request a special set oral hearing via Zoom, please send an email to CCL4Zoomhearings@dallascounty.org.

If you have a PowerPoint that you'd like to share with the judge, you can email it to the court reporter Vearneas Faggett at Vearneas.Faggett@dallascounty.org.

Please efile all proposed orders before the case is set for a hearing. If you have a question about a signed order, please contact the clerk's office (214.653.7466) with all questions.

Do not under any circumstances record this proceeding. This is a court of record, and the official court reporter or a deputy court reporter, a certified shorthand reporter, will be present.

Our daily docket usually consists of multiple cases. We use a waiting room on Zoom. If the Court is hearing a different proceeding, you will get a message to wait. You will not see anyone else while you're in the waiting room.

***Please put the case number next to your name when you are in the waiting room so we can identify the parties for the next hearing.**

If you get knocked off the link, please reconnect as soon as possible. Again, this is normal and may happen several times. As the Court ends a proceeding and continues to the next one, Zoom requires we end all other sessions.

I recommend logging in 5 minutes before your scheduled proceedings. Logging in after the scheduled start time may mean the participant has missed some or all of the proceedings.

If you are going to attend via videoconference, I recommend downloading and/or updating the Zoom app for your smart phone or computer as soon as possible to avoid technical issues.

When you're not making a motion, argument, or actively objecting, please place yourself on mute. Small movements and actions, like putting down a pen, typing or shifting in a chair, often create interference during the proceeding, which cancels out the speaker's voice and impacts the verbatim record.

Using a headset with a microphone or an external USB microphone is strongly encouraged versus the internal microphone on a laptop.

If we can't hear you or understand what you're saying because it sounds like you're in a tin can, you will not have a verbatim record and the judge may not completely understand your arguments. Video-conferencing applications, like Zoom and Microsoft Teams, tend to cut off the beginning and ending syllables of sentences, which can negatively impact the record and contextual comprehension of what's said.

If the court admits you into zoom prior to the Judge coming online, please do not talk with your fellow lawyers as the court may be conducting a live hearing in the courtroom and you may be interrupting the courtroom proceeding.

NEW: CANCELLATIONS:

New- Email CCL4Zoomhearings@dallascounty.org to pass a hearing. Hearings may only be passed by the party who set them.

EXHIBITS:

Only exhibits that will be proven up by a sworn witness should be submitted to vearneass.faggett@dallascounty.org; otherwise, you may screen share the item(s), and/or e-File it.

Please contact the clerk's office at (214)653-7466 regarding documents/exhibits for in-camera review.

If items are going to be proved up via a sworn witness:

- E-mail them to the court reporter Vearneas Faggett by 12:00 p.m., the business day before the proceedings in pdf format.
- It's requested that you send a copy of the exhibits, to all parties so the opposing counsel can have access to them per the Rules of Civil Procedure.

To mark the exhibits:

- Premark exhibits numerically on the first page (either in handwriting or by "adding text" in a pdf program)
- It's preferred that as many exhibits as possible be in one attachment instead of an attachment that's Exh 1, another attachment that's Exh 2, etc.

*** The court reporter will NOT be available to provide the judge with any exhibit, document, photograph, motion, etc., the day of the proceeding. It's highly encouraged to send exhibits/docs/pictures as early as possible.

Screen Share will be available for participants, but occasionally, it doesn't work. It's encouraged that you provide a secondary plan for displaying material, like E-filing, e-mailing or delivery docs to the court reporter by 12:00 p.m., the business day before the proceedings.

If you need assistance, please contact the court 3 days before your hearing to enable the court time to respond to your request as the court reporter will not be available via e-mail nor telephone while she is in the courtroom and the docket is underway.

The Court's online portal is available if you need to review the case and documents:

<https://courtsportal.dallascounty.org/DALLASPROD/Home/Dashboard/29>

Contact the court reporter Vearneas Faggett if you have questions regarding exhibits and questions regarding Zoom.

The judge is inviting you to a scheduled hearing via Zoom.

Join Zoom Meeting:

To attend through videoconference using the app on your phone or via a computer:

<https://txcourts.zoom.us/j/83555370906>

Or go to Zoom.com on any computer or device that can access the internet, click Join a Meeting, and enter:

- o Meeting ID: 835 5537 0906

To attend via any telephone:

Zoom Tel: (346) 248-7799

Meeting ID: 835 5537 0906

Sincerely,

CATHY MORAN

Court Coordinator

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