



Probate Court No. 2
Virtual Hearing Instructions
Updated May 1, 2024

Setting a Virtual Hearing

To set a hearing with the Court, contact the Docket Coordinator, Tralan Mathis, by phone at 214-653-7012 or by email at tralan.mathis@dallascounty.org. Once the hearing is set, e-file any proposed documents into the case at least two weeks before the hearing, as attachments to a cover letter. If the proposed documents are not e-filed and accepted at least three days before the hearing, email the documents to the Court Staff Attorney, Ryan Trobee, at ryan.trobee@dallascounty.org.

Notice of a Virtual Hearing Required

Texas Rule of Civil Procedure 21d(b)(1) requires a notice of virtual court proceeding be filed before the Court can conduct a court proceeding in which participants appear by videoconference. **It is the responsibility of the party seeking a virtual court proceeding to file this notice, and ensure it is in the record at least three business days prior to the hearing setting.** Failure to file the notice of hearing may result in the cancellation of the hearing. The form for the Notice of Virtual Court Proceeding may be found on the Court website.

Notices of hearing are not required for status conferences conducted by videoconference or teleconference.

Joining a Virtual Hearing

The Zoom links can be found on the Court Two website. The meeting instructions are as follows:

Judge Warren Zoom Link

Join Zoom Meeting

<https://txcourts.zoom.us/j/87682455295?pwd=aktIMGJ0aXpHd3ZoLOF4R0pVSGRBQT09>

Meeting ID: 876 8245 5295

Passcode: 081462

Call in number: +1 346 248 7799 US (Houston)

Judge Monroe Zoom Link

Join Zoom Meeting

<https://txcourts.zoom.us/j/87677681112?pwd=Tct1YVlBK0xxK1BUQmh4TFIzKzZSQT09>

Meeting ID: 876 7768 1112

Passcode: 958347

Call in number: +1 346 248 7799 US (Houston)

Participating in a Virtual Hearing


Once admitted to the hearing, the participant should:

(1) Allow Zoom to **connect to video and audio**. Zoom will prompt the participant to “Join with Computer Audio.” Once allowed, you will be able to hear other participants in the meeting.

Join with Computer Audio

(2) Once admitted, Zoom will automatically mute the participant’s audio. The participant should go to the lower left-hand corner of the screen and toggle the microphone to unmute their audio only when speaking.

a. In the event the participant is unable to connect to the device’s audio, the participant may **call in** using the dial in numbers near the bottom of the Zoom invitation. When calling, the teleprompt will request the Meeting ID and password, i.e. the participant ID. Then, the participant will have to click “*6” in order to unmute the phone.

 Dial: +1 346 248 7799
+1 669 900 6833
+1 253 215 8782
+1 301 715 8592
+1 312 626 6799
+1 929 205 6099

Meeting ID: 932 1335 4687
Participant ID: **163299**

(3) Allow the device to **use video**. Participants should appear in a well-lit room, on a stationary device.

Participants will proceed through the hearing as if the hearing was in person in the courtroom. Proper courtroom decorum and proper courtroom attire is required at all times.

Procedures for Contested Virtual Hearings

In contested cases, all parties must agree to set a hearing on the virtual docket. Exhibits should be pre-marked and sent to all parties and the Court Reporter, Lisabeth Kellett, at Lisabeth.Kellett@dallascounty.org and the briefing attorney Ryan Trobee, at Ryan.Trobee@dallascounty.org at least three days before the hearing. The Court reserves the right to deny admission of the exhibits not received and exchanged with all interested parties at least three days before the hearing.

Parties must provide three hard copy exhibit binders (one for the court reporter, one for the Judge, and one for the briefing attorney) to the Court for exhibits exceeding more than 25 pages. The hard copies should be delivered to the Court no later than three days before the scheduled hearing.

All witnesses testifying during the virtual hearing must testify in a room alone. Cellphones are not permitted during testimony. A witness may be requested to pan the room with the camera before testifying to confirm the absence of other persons.

If you are calling a witness remotely, please make sure the witness has a copy of the exhibits at least three days before the hearing. You may also share your screen during the presentation of evidence, but this does not alleviate the need to exchange exhibits at least three days before the hearing. Attorneys are encouraged to meet and confer on the admissibility of exhibits when the exhibits are exchanged.

Special Instructions for Will and Heirship Prove-Ups

For virtual hearings, our Court does not countersign the proofs and oath. Instead, the documents should be notarized, either during or after the hearing (not beforehand). Please note that our Court utilizes a proof addendum on qualifications for cases involving the appointment of a personal representative, and the form for this addendum can be found on our website under “Additional Information.” When the relevant judgment or order is signed and visible in the record, the signed and notarized prove-up documents are then e-filed directly into the case. Additional information regarding One-Minute Prove-Up designations is available on the Court Two website.

FOR THE PUBLIC

❖ **VIDEO AND AUDIO RECORDING IS PROHIBITED**

THE OPEN COURTS PROVISION OF TEXAS LAW ALLOWS ACCESS TO COURT PROCEEDINGS. BE AWARE THAT VIDEO OR AUDIO RECORDING IS PROHIBITED. ANY RECORDING OF THE HEARINGS BY AUDIO OR VIDEO, BY ANY PARTY, ATTORNEY, WITNESS, OR THIRD PARTY IS STRICTLY PROHIBITED. THIS IS TO PROTECT THE SAFETY AND WELFARE OF ALL PARTICIPANTS AND PROTECTED HIPAA INFORMATION. WITNESSES PLACED UNDER THE RULE ARE PROHIBITED FROM VIEWING THE PROCEEDING ON YOUTUBE UNTIL THEY HAVE BEEN RELEASED FROM THE RULE BY THE COURT. VIOLATORS MAY BE HELD IN CONTEMPT OF COURT.

- ❖ For questions regarding virtual hearings please contact the Court at 214-653-7138 or email probatecourt2@dallascounty.org and include “Virtual Hearing Question” in the subject line.