



**Probate Court No. 2**  
**Virtual Hearing Instructions**  
Updated April 25, 2023

Pursuant to TRCP 21d(b) the Court may allow a court proceeding by videoconference. The Court reserves the ability to require any court proceeding be conducted in person in the courtroom.

### **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](mailto:tralan.mathis@dallascounty.org).

Proposed hearing documents, including all proofs, oaths, proposed orders, and other hearing documents, must be filed and in the record as a condition for a hearing setting. Attorneys and their staff are encouraged, but not required, to efile proposed hearing documents at the time the initial application is filed.

### **Notice of a Virtual Court Proceeding Required**

Texas Rule of Civil Procedure 21d(b)(1) requires the filing of a notice of Virtual Court Proceeding 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 filed, served, and in the record at least three business days prior to the hearing setting. Failure to file the notice of hearing will result in the cancellation of the hearing.** The form for the Notice of Virtual Court Proceeding may be found on the Court website. <https://www.dallascounty.org/government/courts/probate/probate2/>.

In Dallas County Probate Court Two, notices of hearing are 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=TCt1YVlBK0xxK1BUQmh4TFIzKzZSQTO9>

Meeting ID: 876 7768 1112

Passcode: 958347

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

## Participating in a Virtual Court Proceeding


Once admitted to the hearing, participants should:

- (1) Allow Zoom to **connect to video and audio**. Zoom will prompt participants 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 participants’ audio. Participants should go to the lower left-hand corner of the screen and toggle the microphone to unmute the participants’ audio only when speaking.

- a. In the event the participants are unable to connect to the device’s audio, the participants 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 participants’ ID. Then, the participants 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 should make an effort to reduce background noise as much as possible.
- (4) Cellular devices should be muted or otherwise silenced for the duration of the proceeding.
- (5) Participants should edit the name as it appears in the Zoom call to include (1) their first and last name, and (2) the cause number of the matter.

Participants will proceed through the hearing as if the hearing were in person in the courtroom. Proper courtroom decorum and proper courtroom attire are required at all times. Participants must remain seated while court is in session.

## Procedures for Contested Virtual Court Proceedings

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](mailto:Lisabeth.Kellett@dallascounty.org) and the briefing attorney Ryan Trobee, at [Ryan.Trobee@dallascounty.org](mailto: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 two hard copy exhibit binders (one for the court reporter and one for the Judge) to the Court for exhibits in excess of 25 pages. The hard copies should be delivered to the Court no later than three days before the scheduled hearing.

The Court reserves the right to deny admission of the exhibits which are not sent and/or delivered in accordance with the policies set forth above.

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.

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. Additionally, our Court utilizes an affidavit of no debts in applications to probate a will as a muniment of title. 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. 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](mailto:probatecourt2@dallascounty.org) and include "Virtual Hearing Question" in the subject line.