

Rachel Luna

COURT ADMINISTRATOR / COORDINATOR



Lori Schmid

OFFICIAL COURT REPORTER

*Jessica Richard Crawford*

*2nd 25th Judicial  
District Judge*

COLORADO, GONZALES, GUADALUPE & LAVACA COUNTIES

### **Rules for Remote Hearings**

The Governor has declared a state of emergency and the Office of Court Administration (OCA) has suggested that all non-critical court proceedings should be suspended. However, technology and state law allows options not previously available. As such, the 2<sup>nd</sup> 25<sup>th</sup> Judicial District will continue to conduct essential remote hearings and hearings by submission.

#### **Procedures for Litigants:**

All requests for Essential Remote Hearings will need to be emailed to the Court Administrator ([rachel.luna@co.guadalupe.tx.us](mailto:rachel.luna@co.guadalupe.tx.us)) to be considered by the Judge. The Judge will determine what constitutes an essential hearing and must approve all requests for essential hearings. The 2<sup>nd</sup> 25<sup>th</sup> Judicial District Court will hear non-essential hearings by submission. Requests for submission hearing dates should be sent to the Court Administrator.

The 2<sup>nd</sup> 25<sup>th</sup> Judicial District Court will be using Zoom for video conferencing; it is free to download at [zoom.us](https://zoom.us) or you can download the application directly to your cell phone. Your computer must have internet access, a video camera and a microphone. Once approved for a Remote Hearing, the Court Administrator will email you a link to the hearing.

Litigants are responsible for advising each witness how they can participate in the hearing and should make every effort to avoid delays. If a witness is not available to testify at the designated time, the witness may not be heard. Parties shall participate by zoom or telephone. Telephone participation must be arranged with the Court Administrator prior to the hearing.

Ensure the Court Administrator ([rachel.luna@co.guadalupe.tx.us](mailto:rachel.luna@co.guadalupe.tx.us)) has your email address not later than 12:00pm the day before the hearing.

If you intend to offer any exhibits during the hearing, you will need to email them to all parties, including the court reporter ([Lorischmidcsr@yahoo.com](mailto:Lorischmidcsr@yahoo.com)) not later than 12:00pm the day before the hearing. Include the full cause number, the county the case is filed in and label "Plaintiff" or "Defendant" exhibits; documents must be in PDF format. The Court cannot consider any exhibits not emailed to the Court Reporter in a timely manner. If you fail to follow this requirement, the court reporter will not maintain these documents in the record.

#### **Uncontested Matters:**

All uncontested divorces and adoptions will be presented to the Court on submission. So long as the Emergency Orders are in place, uncontested prove up submission dates will be given twice weekly, on Tuesdays and Thursdays at 1:30.

Uncontested matters must be set with the Court Administrator by submitting a timely notice of hearing to the Court Administrator for the date and time requested.

For uncontested divorces, attorneys must e-file either affidavits or sworn interrogatories to prove up the divorce along with the agreed Final Decree of Divorce signed by all parties at least 3 days before their setting date. For adoptions, attorneys must file all statutorily required documents and an affidavit or interrogatories to prove up the adoption order, along with the Decree of Adoption at least 3 days before their setting date.

**Nothing in the plan super cedes Emergency Orders issued by any National, State or Local Government.**

**FOR THE PUBLIC:**

**THE OPEN COURTS PROVISION OF TEXAS LAW ALLOWS ALL TEXANS ACCESS TO COURT PROCEEDINGS. ESSENTIAL HEARINGS WILL BE LIVE STREAMED USING YOUTUBE AT**

<https://m.youtube.com/channel/UC07aESqe7GtPxknWhzo2r8w>

**RECORDING OF COURT PROCEEDINGS IS STRICTLY PROHIBITED AND NO RECORDING OF ANY HEARING WILL BE MAINTAINED ON THE YOUTUBE CHANNEL.**