

ESSENTIAL REMOTE HEARING REQUEST

Cause #	Style:
Type of Hearing Requested	
Is this an emergency hearing? If so, why?	
Requested date(s) and time(s) of hearing	
Estimated length of hearing (total time for both sides)	
HEARING CONTACT INFORMATION	
Plaintiff/Petitioner - Name, Email Address, Phone Number	
Attorney(s) for Plaintiff/Petitioner - Name, Email Address, Phone Number	
1	
2	
Defendant/Respondent - Name, Email Address, Phone Number	
Attorney(s) for Defendant/Respondent - Name, Email Address, Phone Number	
1	
2	
Intervenor Attorney - Name, Email address, Phone number	
Ad Litem Attorney - Name, Email Address, Phone Number	
1	
2	
Interpreter – Name, Email address, Phone number	
Witness(es) - Name, Email address, Phone number	
1	
2	
3	
4	
Attach additional sheets as need	
XX	

Attorneys requesting, or issuing, a subpoena for any witness for the hearing shall provide sufficient information to the witness to allow the witness to appear by remote link or by phone and, if the subpoena includes a duces tecum, shall arrange to have the documents available to the Court electronically or by hard copy at least one full business day before the hearing. It is the requesting parties responsibility to ensure that the opposing party has proper notice of the date, time and zoom meeting code, of the remote hearing.

Email completed form to rachel.luna@co.guadalupe.tx.us

Hearing Approved _____ Hearing Date and Time _____
 Zoom Meeting Code _____