

**25<sup>th</sup> JUDICIAL DISTRICT COURT  
GUADALUPE, GONZALES, COLORADO AND LAVACA COUNTY  
RULES FOR REMOTE HEARINGS**

The Governor has declared a state of emergency and the Office of Court Administration (OCA0 has suggested that all non-critical court proceedings should be suspended. However, technology and state law allows options not previously available. As such, the 25<sup>th</sup> Judicial District will continue to conduct hearings if the parties have the technology and desire to do so. The following restriction and limitations will apply but should be similar to what is required for an in person hearing. Any request for a courtroom hearing will be considered but likely be postponed. It is anticipated most parties will agree to a “virtual” hearing.

**PROCEDURES FOR LITIGANTS:**

The 25<sup>th</sup> Judicial District Court will be using Zoom for video conferencing. It is free to download at zoom.us or you can download the App directly to your cell phone. The Court Reporter or Coordinator will email you a link to the hearing. Your computer must have internet access, a video camera and a headset with a microphone. **IF YOU CAN ONLY PARTICIPATE VIA TELEPHONE YOU MUST COORDINATE IT THE DAY BEFORE WITH THE COURT REPORTER.**

Ensure the Court Reporter ([dlois.jones@co.guadalupe.tx.us](mailto:dlois.jones@co.guadalupe.tx.us)) and the Court Administrator ([lynnb@co.guadalupe.tx.us](mailto:lynnb@co.guadalupe.tx.us)) has your email address not later than 12:00 PM the day before any hearing. Because of the importance of the record the Court Reporter, Dee Dee Jones, will be the host of all hearings.

If you intend to offer any exhibits during the hearing you will need to email them to ALL parties, the Court Reporter and the Judge ([tx25jdc@gmail.com](mailto:tx25jdc@gmail.com)) not later than 12:00 PM the day before the hearing. The subject of the mail should be the full cause number, the county the case is filed in and either Plaintiff Exhibits or Defendant Exhibits. The 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.

Attorneys requesting or issuing a subpoena for any witness of the hearing shall provide sufficient information to the witness to allow the witness(es) to appear by remote link or 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 (1) full business day before the hearing.

Any responses or replies e-filed with the Clerk less than 48 hours before the hearing should also be emailed in .pdf format to the Judge at least 4 hours before the hearing to allow consideration. Documents which have been e-filed and accepted need not be re-filed with the Clerk.

**All participants are reminded that these are Official Court Proceedings.  
All parties participating in the hearings will be on camera as well as on YouTube.  
All participants are expected to dress accordingly.**

**FOR THE PUBLIC:**

**THE OPEN COURTS PROVISION OF TEXAS LAW ALLOWS ALL TEXANS ACCESS TO COURT PROCEEDINGS. HEARINGS WILL BE LIVE STREAMED USING YOUTUBE AT [https://www.youtube.com/channel/UCsmm\\_DA8YU5DcTJI0Q4xgig](https://www.youtube.com/channel/UCsmm_DA8YU5DcTJI0Q4xgig) or search using 25<sup>th</sup> Judicial District – Texas**