

CUMULATIVE ZOOM RULES FOR TRAVIS COUNTY CIVIL DISTRICT COURTS

**Please note—these Zoom rules were collected and summarized by members of the Austin Bar Association Family Law Section as of September 4, 2020. The courts update their Zoom rules periodically, so this overview should not be relied on in place of the rules sent out to litigants by each court prior to a hearing.

All District Courts

- Communications to the assigned Court
 - Send all communications to <court number>.Submission@traviscountytexas.gov
 - Example: 53.Submission@traviscountytexas.gov
 - All communications must have the following reference: “HEARING;” cause number, case style, subject matter.
 - All parties should be cc’ed on each email. Many of the Courts would like the Judicial Executive Assistant and Court Reporter cc’ed on the relevant communications.

Family Law Associate Judges Uniform Rules

- Once assigned to a Court, all communications should be sent by email to the following email address:
 - 1. Associate Judge Hathcock: TCAJ1.submission@traviscountytexas.gov.
 - 2. Associate Judge Arth: TCAJ2.submission@traviscountytexas.gov.
 - 3. Associate Judge de la Llata: TCAJ4.submission@traviscountytexas.gov.
 - All communications must have the following reference: “*HEARING;*” *cause number, case style, subject matter* and all emails should have opposing party/counsel copied.
- For temporary orders hearings or other hearings where a proposed disposition of issues and/or proposed support decision would be required under the Local Rules (other than for final merits trials), eFile all pretrial forms **at least 48 hours prior to the hearing** to ensure they are processed prior to the hearing.
- Exhibits:
 - A Box invitation will be sent to all of the attorneys prior to the hearing.
 - Exhibits should be pre-marked with an exhibit sticker and named with the appropriate designation and exhibit number (P-1, etc.). Do not include any other description in the name of the document.
 - Practice note: with more than 9 exhibits, naming the exhibits P-01, P-02, etc. will help the court reporter more easily locate the exhibits chronologically. Otherwise, the exhibits will be out of order in Box.
 - NOTE: Use the appropriate party designation regardless of who is the movant at the hearing.
 - Page numbers should be added if the document does not have page numbers, pages for the Court’s easy access.
 - All exhibits should be uploaded to Box **prior to the hearing** (no specific deadline).
 - If there are technical difficulties, exchange exhibits with opposing counsel prior to the hearing.

- **All pretrial documents for the Court’s consideration must be among the uploaded exhibits.**
- Exhibit List:
 - Exhibit lists should be uploaded to Box and emailed to all other parties and the Court **prior to the hearing**.
 - The exhibit list should include a short description of the exhibit (ex: P-4, Credit Card Statement 4/1/20).
- Zoom Name Format
 - Each participant should change their Zoom name to read: Full Name, Position
 - Ex: John Smith, Attorney for Petitioner; Jane Doe, Witness

53rd District Court, Judge Jenkins (as of August 10, 2020)

- All participants must ensure the Court has their email address as soon as possible.
- Participants must communicate to the Court whether a record is needed of the proceeding. If no record is requested, then no court reporter will be present for the hearing.
- Relevant Pleadings:
 - Email any motions, responses, or replies that are relevant to the hearing to 53.Submission@traviscountytexas.gov.
- Proposed Orders:
 - Email every variation of proposed order that you can imagine the Court might consider signing. Each proposed order needs to be in Word format and approved as to form by all parties through their attorney.
- Exhibit List:
 - Email an exhibit list to the Court, the court reporter, and all other parties **prior to the hearing**. Your exhibits should include any exhibits you can possibly anticipate using in your case-in-chief or for rebuttal.
 - Upload the exhibit list to Box as well.
- Exhibits:
 - Any exhibits that will be offered will need to be pre-marked and uploaded to Box **“as long as possible prior to the hearing.”**
 - If there are technical difficulties, all exhibits shall be exchanged prior to the hearing.
 - Format:
 - Exhibit sticker on first page.
 - Named “P-1” or “R-1” – no other description included in the document name.
 - Page numbers on each page.
 - Pretrial documents shall be included as exhibits.
- Witness List
 - Email a witness list to the Court, the court reporter, and all other parties. Identify by name, and their relationship to the case, any person you can possibly anticipate being a witness in your case-in-chief or for rebuttal (**no deadline listed**).
- Pretrials:
 - For temporary orders hearings, or other hearings where a proposed disposition of issues and/or proposed support decision would be required under the Local Rules other than for final merits trials, eFile all pretrial forms such as Proposed

Disposition of Issues and Proposed Support Decisions at least **48 hours prior to the hearing** to ensure they are processed prior to the hearing.

- Zoom hearing miscellaneous rules:
 - Only counsel, parties (and their spouses), one paralegal or legal assistant for each attorney, and witnesses should be provided the Zoom link and permitted to attend the Zoom hearing.
 - The name appearing on Zoom shall be each participant's first and last name.

200th District Court, Judge Howell (as of September 4, 2020)

- Setting up the hearing:
 - **Two days prior to the hearing**, the parties must provide the following information to 200.submission@traviscountytexas.gov:
 - An email address for the court to communicate with counsel;
 - If a record is required; and
 - If counsel, party, or any witness can only participate by phone.
 - One day prior to the hearing, the Court will email counsel the Zoom link and an invitation to Box.
- Exhibits:
 - You must email the court report at Tash.Bates@traviscountytexas.gov if you intend to use exhibits in the hearing.
 - Parties must circulate exhibits to each other by e-mail, in addition to the courtesy copies of the motions, proposed orders, and replies.
- Exhibit List:
 - **One day prior to the hearing**, the parties shall provide an exhibit list to the other party, the Court Reporter (Tash.Bates@traviscountytexas.gov), and the Judicial Executive Assistant (stephanie.rincon@traviscountytexas.gov).
 - No specific deadline is provided regarding when exhibits must be uploaded to Box.
 - Each exhibit must be titled with the exhibit number (ex: Petitioner's Exhibit 1).
 - If a party is unable to use Box, the party must email the exhibits to the above listed individuals by 3:00 p.m. the day before the hearing with the following specificities:
 - The subject of the email should be the Full Cause No. and Plaintiff's Exhibits/Defendant's Exhibits (e.g. Cause No. D-1-GN-20-000001, Smith v. Jones, Plaintiff's Exhibits).
- Additional Materials:
 - All non-evidentiary items including demonstratives, proposed orders, trial briefs, motions, case law, etc. must be emailed to all the parties and the judicial executive assistant.

201st District Court, Judge Meachum (as of September 3, 2020).

- **Two days prior to the hearing**, the parties must provide the following information to vicky.mescher@traviscountytexas.gov:
 - An email address for the court to communicate with counsel;
 - All of the witnesses' names;
 - If a record is required; and
 - If counsel, party, or any witness can only participate by phone.

- **Two days prior to the hearing**, if a party intends to offer exhibits, email the Court Reporter, alicia.racanelli@traviscountytx.gov, to request a link.
- The Court will provide the Zoom link and Box invitation one day prior to the hearing.
- Exhibit list:
 - **On the day prior to the hearing**, an exhibit list should be sent to all parties and the Court Reporter, alicia.racanelli@traviscountytx.gov.
- Exhibits:
 - Each exhibit should be titled with the exhibit number (example: Petitioner’s Exhibit 1).
 - **Only exhibits should be uploaded to Box.**
- Additional Materials:
 - All non-evidentiary items including demonstratives, proposed orders, trial briefs, motions, case law, etc. must be emailed to all the parties and the judicial executive assistant **prior to the time of the hearing**.

250th District Court, Judge Crump (as of September 4, 2020)

- Exhibits:
 - If you wish to upload pre-marked exhibits to be offered during the hearing, email our court reporter, Ms. Jamie Foley at: Jamie.foley@traviscountytx.gov with: the date of your hearing, cause number, and all e-mail addresses you wish to receive a Box link invite.
 - Exhibits should be pre-marked with the party name and exhibit number.
- Responses:
 - Email any responses that were filed within 48 hours of the hearing to madeline.schlesinger@traviscountytx.gov (with all parties copied).
 - Email all proposed orders in word format to madeline.schlesinger@traviscountytx.gov (with all parties copied).
- Notify the court if: (1) a record is needed, (2) anyone needs to participate via telephone, and (3) if you intend to offer any exhibits.
- Attorneys should include the party they represent in their name that appears on Zoom.

261st District Court, Judge Livingston (as of September 4, 2020)

- **Three days prior to the hearing**, each party must provide the contact information sheet attached to the Rules as Appendix A to the 261st Judicial Executive Assistant, mary.lawson@traviscountytx.gov.
- The court will email the Zoom link and Box invitations two days prior to the hearing.
- Exhibits:
 - The parties must submit exhibits **no later than 5:00 p.m. on the business day before the hearing**.
 - Exhibits must be in individual PDFs titled with the exhibit number (ex: Petitioner’s Exhibit 1, etc.).
 - If a party is unable to use Box, the party must email the exhibits to the above listed individuals **by 3:00 p.m. the day before the hearing**.

- The subject of the email should be the Full Cause No. and Plaintiff's Exhibits/Defendant's Exhibits (e.g. Cause No. D-1-GN-20-000001, Smith v. Jones, Plaintiff's Exhibits).
- Exhibit List:
 - A copy of the exhibit list should be uploaded to Box named "Petitioner's Exhibit List".
 - **The day before the hearing**, each party must email the exhibit list to Judicial Executive Assistant, mary.lawson@traviscountytx.gov and to the Court Reporter, Lasonya.gay@traviscountytx.gov.
- Witness List:
 - **The day before the hearing**, each party must email the witness list to Judicial Executive Assistant, mary.lawson@traviscountytx.gov and to the Court Reporter, Lasonya.gay@traviscountytx.gov.
- Additional Materials:
 - All non-evidentiary items including demonstratives, proposed orders, trial briefs, motions, case law, etc. must be emailed to all the parties and the judicial executive assistant **prior to the time of the hearing**.
- Meet and Confer:
 - Prior to submitting the contact information sheet, the parties are required to meet and confer in an attempt to resolve the matter to be heard.

345th District Court, Judge Soifer (as of September 1, 2020)

- Objections to livestreaming:
 - Counsel must submit the request to limit the public access as soon as possible.
- Responses/replies:
 - Any responses or replies must be e-filed with the District Clerk **three days prior to the hearing**.
- **Three days prior to the hearing**, ensure the Court has counsel's email address, notify the Court if a record is necessary, and notify the Court if any participant can only appear via telephone.
- Exhibits:
 - Exhibits must be uploaded to Box at least **12 hours before the hearing**.
 - Exhibits should be labeled as the first letter of the party designation, dash, exhibit number (P-1), with a short 1-3 word description (ex: D-1 Smith's CV).
 - The pages of the exhibit must be separately numbered.
 - Please ensure that all pretrial documents that you want the Court to consider, such as a Proposed Support Decision in a divorce case, are included among your exhibits.
- Exhibit List:
 - The exhibit list must be uploaded to Box and sent to all parties and the Court **12 hours before the hearing**.
- Other materials:
 - Non-evidentiary materials like proposed orders, case law, demonstratives, and trial briefs must be uploaded to Box (to the "Other Materials" folder) and emailed to the Court and other parties **preferably prior to the hearing**.
- Witness List:

- The witness list must be uploaded to Box and emailed to the Court and the parties **at least two hours prior to the hearing.**

353rd District Court, Judge Sulak (as of September 4, 2020)

- **Two days prior to the hearing**, counsel should provide an email address to the Court at 353.submission@traviscountytx.gov.
- The Court will provide the Zoom link and Box invitation one day prior to the hearing.
- Exhibit List:
 - **On the day prior to the hearing**, an exhibit list should be sent to all parties, the Judicial Executive Assistant (pam.seger@traviscountytx.gov) and the Court Reporter (rachelle.primeaux@traviscountytx.gov).
- Exhibits:
 - Each exhibit should be titled with the exhibit number (example: Petitioner's Exhibit 1).
 - No specific deadline is given to upload the exhibits.
 - If a party is unable to use Box, the party must email the exhibits to the above listed individuals **by 3:00 p.m. the day before the hearing.**
 - The subject of the email should be the Full Cause No. and Plaintiff's Exhibits/Defendant's Exhibits (e.g. Cause No. D-1-GN-20-000001, Smith v. Jones, Plaintiff's Exhibits).
- Additional Materials:
 - All non-evidentiary items including demonstratives, proposed orders, trial briefs, motions, case law, etc. must be emailed to all the parties and the judicial executive assistant **prior to the time of the hearing.**
- Witness List:
 - A witness list should be emailed to the parties, the Judicial Executive Assistant (pam.seger@traviscountytx.gov) and the Court Reporter (rachelle.primeaux@traviscountytx.gov).

419th District Court, Judge Mauzy (as of August 13, 2020)

- Objections to livestreaming:
 - Counsel must submit the request to limit the public access as soon as possible.
- Responses/replies:
 - Any responses or replies must be e-filed with the District Clerk prior to the hearing. Any responses or replies e-filed with the Clerk **less than 48 hours** before the hearing, should be emailed in PDF format to the Court with the envelope number from eFile. The email should be sent to both Victoria.Chambers@traviscountytx.gov and Kathryn.Burnstein@traviscountytx.gov.
- **By noon the day before the hearing**, (1) ensure the court has your email address, (2) state whether or not you need a record, and (3) notify the Court if any witnesses need to appear by phone.
- Exhibits:
 - Exhibits must be uploaded to Box at least **12 hours before the hearing.**

- Exhibits should be labeled as the first letter of the party designation, dash, exhibit number (P-1).
- The pages of the exhibit must be separately numbered.
- Exhibit List:
 - The exhibit list must be uploaded to Box and sent to all parties and the Court **12 hours before the hearing.**
- Other materials:
 - Non-evidentiary materials like proposed orders, case law, demonstratives, and trial briefs must be uploaded to Box and emailed to the Court and other parties **at least two hours prior to the hearing.**

459th District Court, Judge Gamble (as of August 17, 2020)

- Ensure at least three days before the hearing that the Court has all of the participants email addresses.
- Witnesses:
 - The Court must be notified if any participant needs to appear via telephone (prior to the hearing—no specific dealing).
- Exhibits:
 - All exhibits must be uploaded to Box **at least two hours** prior to the hearing.
 - Do not create additional folders in Box.
 - All documents should be in PDF format and titled with the party’s designation and a clear description of the document.
 - Each exhibit should be marked “Petitioner’s Exhibit 4, Respondent’s Exhibit 7”, etc.
- Exhibit List:
 - The parties shall provide an exhibit list to the Court and all other parties prior to the hearing (no specific deadline—but at least two hours prior to the hearing to be safe).
- Proposed Orders:
 - Upload proposed orders to Box in both PDF and Word format **at least two hours** prior to the hearing.
- Motions and Responses relevant to the hearing:
 - Upload relevant motions and responses to Box **at least two hours** prior to the hearing.
- Other non-evidentiary items:
 - Parties may upload cases, demonstratives, trial briefs, etc. to Box prior to the hearing.
- General Box rules:
 - All parties should be notified whenever documents are uploaded to Box and such notification should include the titles of the documents that were uploaded.
 - Parties should try to minimize the number of uploaded documents and duplicate documents.