CAUSE NO. _____

_____,	**§**	**IN THE DISTRICT COURT OF**
Plaintiff/Petitioner	**§**	
v.	**§**	**TRAVIS COUNTY, TEXAS**
	§	
_____,	**§**	
Defendant/Respondent	**§**	**____ JUDICIAL DISTRICT**

[SAMPLE] NOTICE OF REMOTE COURT PROCEEDING ON THE CENTRAL DOCKET

You are notified that the pending _____ [name of proceeding to be heard] in this case has been set for hearing on _____ [date] at _____ [time] on the [Central or Family] Docket in the Travis County Civil District Courts for _____ [## hours or days]. **By my signature below, I certify that all parties have agreed to conduct this proceeding remotely, or that I have obtained a court order finding good cause for holding it remotely pursuant to Texas Rule of Civil Procedure 21d and Chapter 9 of the Local Rules.**

Accordingly, this hearing will take place remotely, using Zoom videoconferencing. Since several cases may be scheduled at the same time, your case may be called later in the day [and possibly later in the week if it is on the long docket], and you must be available when your case is called.

Prior to the hearing, the assigned court will email all counsel and self-represented parties *for whom it has current email addresses*, the court's instructions and procedures, with information on how to access the hearing on Zoom.

If your current email address is not on file, you do not receive the instructions and procedures from the court at least two days prior to the hearing, or you do not have access to the internet over a smart phone, tablet, or computer, please contact the office of the Court Administrator for the Civil District Courts at 512-854-2484 for information on how to participate in the hearing.

Respectfully,

_____

Attorney Signature Block

CERTIFICATE OF SERVICE

[Certify that all counsel/parties are being served, and add signature line]