

TRAVIS COUNTY COURT AT LAW NO. 2
COURT 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 laws allow options not previously available. As such, Travis County Court at Law No. 2 will continue to conduct hearings if all parties have the technology and desire to do so and the Court agrees that the matter is appropriate to hear virtually. The following restrictions and limitations will apply but should be similar to what is required for in person hearing. Any requests for a virtual courtroom hearing will be considered, but it is required that all parties agree in writing to a virtual hearing, and it is ultimately the Court's discretion whether to set the matter.

PROCEDURES FOR LITIGANTS

Travis County Court at Law No. 2 will be using Zoom videoconferencing. It is free to download at zoom.us or you can download the app directly to your cell phone. The Judicial Executive Assistant will email you a link to the hearing. Your computer must have internet access, a video camera and a headset with microphone. If you can only participate via telephone, please notify court staff.

Once a hearing is scheduled, ensure the Court Reporter (Amanda.anderson@traviscountytx.gov) and Judicial Executive Assistant (Priscela.valladares@traviscountytx.gov) have your email address not later than 48 hours before the hearing.

If you intend to offer any exhibits during the hearing, you will need to email them to all parties, the court reporter, and the staff attorney at lea.downeygallatin@traviscountytx.gov no later than 48 hours before the hearing. Except if your hearing is scheduled for Monday all exhibits must be filed and received by the previous Friday. The subject line of the email should be the Full Cause No., scheduled hearing date and time and Plaintiff's Exhibits/Defendant's 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 and consequently the court will cancel your 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 staff attorney and the judicial executive assistant. Both email and e-filing are required as email is not a substitute for e-filing with the Clerk as usual. Cases for the judge's reference need not be e-filed with the Clerk but should be emailed to the staff attorney at least 4 hours before the hearing to allow consideration. Documents which have been e-filed and accepted need not be refiled with the Clerk.

FOR THE PUBLIC

THE OPEN COURTS PROVISION OF TEXAS LAW ALLOWS ALL TEXANS ACCESS TO COURT PROCEEDINGS. AS SUCH, ANYONE MAY CALL COURT STAFF (512-854-9242), TO GET ACCESS CODES TO HEARINGS. IF YOU ARE VIEWING, PLEASE MUTE YOUR CONNECTION TO PREVENT DISRUPTIONS TO THE PROCEEDINGS. THE PUBLIC MAY VIEW OR LISTEN TO PROCEEDINGS BUT VIDEO OR AUDIO RECORDING IS PROHIBITED.