

## Joining Zoom Meeting Using a Mobile Phone

- Parties of a case will receive notification from the court for the scheduled hearing. Notification will contain the date, time and Meeting ID# to connect to the video conference meeting.

*Examples:*

Zoom Hearing J5-CX-XX-XXXXXX Travis Co JP Pct 5

**jp5civil**  
To jp5civil

Justice of the Peace, Pct. 5 is inviting you to a scheduled Zoom meeting.

**Topic: JP5 DOCKETS**  
**Time: Nov 13, 2023 09:00 AM Central Time (US and Canada)**

**Join Zoom Meeting**  
<https://txcourts.zoom.us/j/89867115478>

**Meeting ID: 898 6711 5478**

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One tap mobile  
+13462487799,,89867115478# US (Houston)  
+16694449171,,89867115478# US

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Dial by your location  
• +1 346 248 7799 US (Houston)

**JUSTICE OF THE PEACE, PCT. 5**  
JUSTICE OF THE PEACE, PRECINCT FIVE  
TRAVIS COUNTY, TEXAS  
P.O. BOX 1748  
AUSTIN, TEXAS 78767

OFFICE: (512) 854-9049 FAX: (512) 854-9640  
CIVIL DEPT JP5CIVIL@TRAVISCOUNTYTX.GOV  
CRIMINAL DEPT JP5CRIMINAL@TRAVISCOUNTYTX.GOV

**VIDEO CONFERENCE INSTRUCTIONS**

Justice of the Peace Pct. 5 is inviting you to a scheduled Zoom meeting.

**Topic: J5-CX-XX-XXXXXX - JP5 Travis County**  
**Time: Month 00, 2023 at 9:00 AM Central Time (US and Canada)**

Join Zoom Meeting by clicking the link or typing/copy and pasting the link in your browser <https://txcourts.zoom.us/j/12345678910>

**Meeting ID: 123 4567 8910**

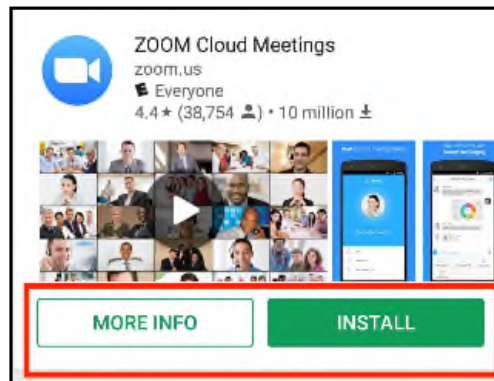
Join Zoom Meeting by Phone / Dial by your location  
+1 346 248 7799 US (Austin/Houston)  
+1 669 900 6833 US (San Jose)  
+1 253 215 8782 US (Tacoma)  
+1 312 626 6799 US (Chicago)  
+1 929 205 6099 US (New York)  
+1 301 715 8592 US (Washington DC)  
**Meeting ID: 123 4567 8910**

- You will need to use Zoom’s mobile app. You can download this from your device’s App Store.

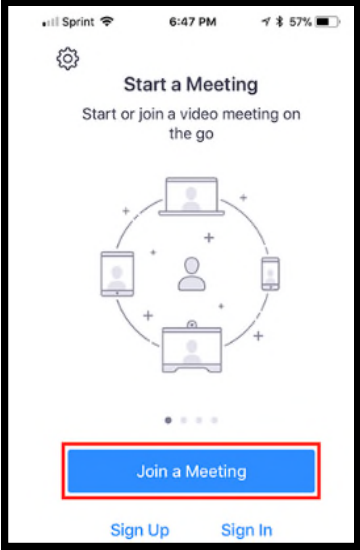
### Apple Device:



### Android Device:

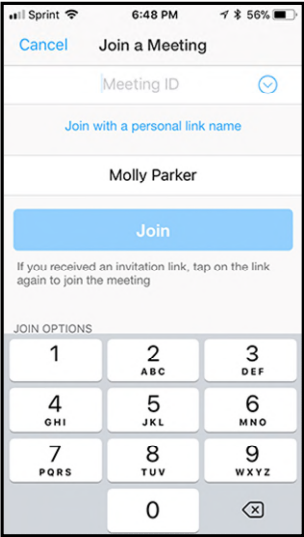


3. If you do not have an account, you do not need to create one. Tap “Join a Meeting”.

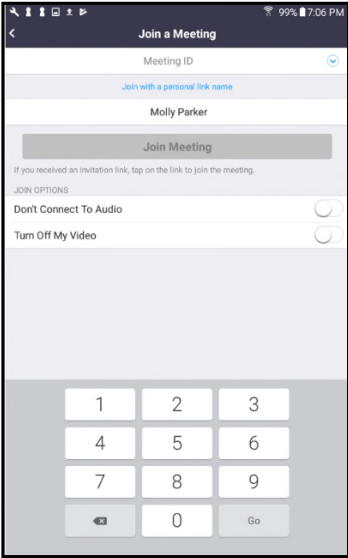


4. Enter the meeting ID number and your display name. *The meeting ID is on the email sent by JP5.*

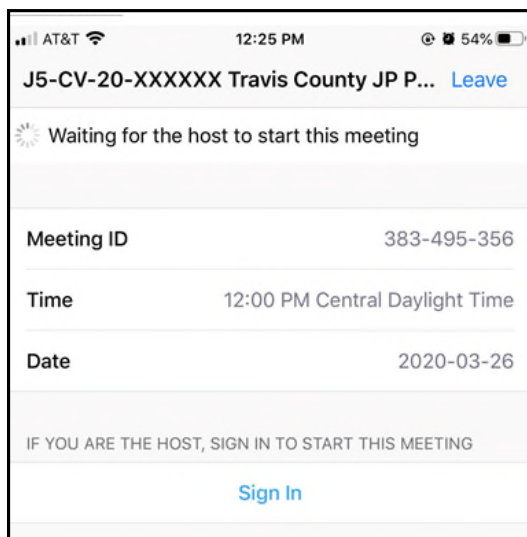
**Apple Device:**



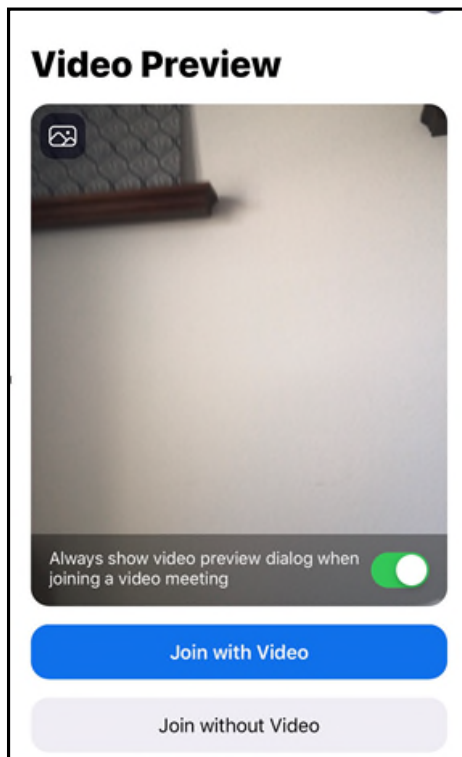
**Android Device:**



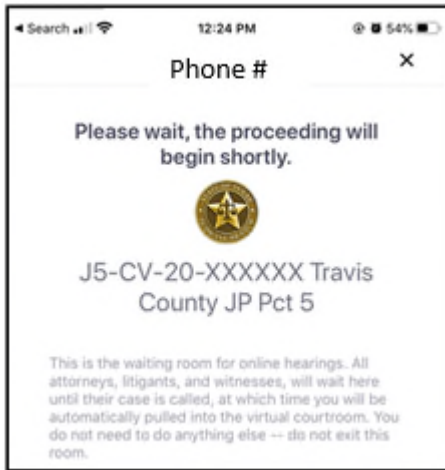
5. If you see this message, it is because the judge has not started the meeting yet. Please standby.



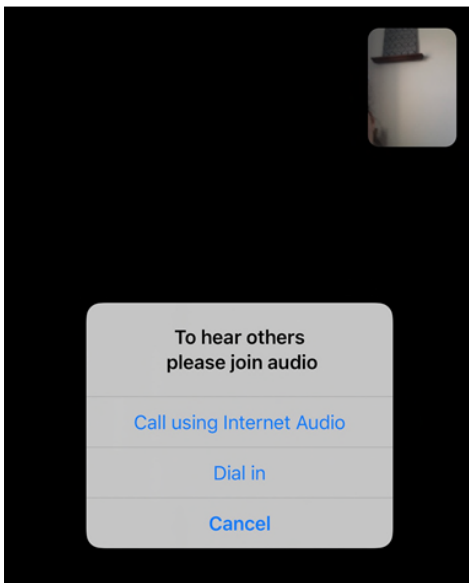
6. Once the meeting is ready to begin, you will see a “Video Preview”. Select if you would like to join with or without video.



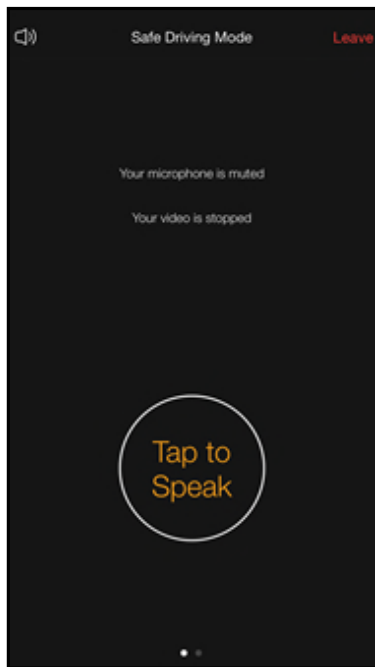
7. This message will appear on your screen. This means that the meeting will start soon. Judge has not admitted participants into the meeting, please standby.



8. After you have been admitted, you will need to select one of the two options to hear others in the meeting.



9. For audio and visual control, you will need to toggle on the screen to speak and view video



*Note: If you do not have the capability to virtually attend, Zoom will allow you to telephonically appear.*

- 1. On your phone, dial the teleconferencing number provided on the notification provided.*
- 2. Enter the meeting ID number when prompted using your dial pad.*

**VIDEO AND/OR AUDIO RECORDINGS ARE STRICTLY PROHIBITED UNLESS PERMISSIONS EXPRESSLY AND SPECIFICALLY HAVE BEEN GRANTED BY THE COURT**



## Remote Hearings for Justice of the Peace, Pct. 5 Travis County, Texas

Due to COVID-19 most court hearings are now *remote*. That means that most parties are able to participate by video or by phone (remotely).

### How will I know if I have a remote hearing?



Justice of the Peace, Pct. 5 will notify you if your hearing is scheduled with the option for a remote hearing. Depending on contact information that the court has, we may contact you by U.S. mail or email. We will also notify the other parties in your case.

### Will the court tell me how to join the remote hearing?



Yes. Along with your court notice, Justice of the Peace, Pct. 5 will send you instructions on how to join your remote hearing using a URL link and a mobile device. You may also find helpful information on our website at

<https://traviscountytx.gov/justices-of-peace/jp5/info-remote-court>

### How to Get Ready for Your Remote Hearing



Any motions or evidence you intend to present in court must be emailed to the appropriate department at least 3 business days prior to your hearing. Each party is responsible for making sure the court has received and can open your submission prior to the start of the hearing. If you have a submission that cannot be sent by e-mail, you must contact the court for instructions at least 3 business days prior to the hearing.

Civil: [JP5Civil@traviscountytx.gov](mailto:JP5Civil@traviscountytx.gov)

Criminal: [JP5Criminal@traviscountytx.gov](mailto:JP5Criminal@traviscountytx.gov)



Witnesses will be able to join the hearing remotely. Each party should provide log-on instructions to any witnesses they intend to have present.



Motions for continuance should be filed no later than the timeframe indicated on your hearing notice or as instructed by the appropriate department. Continuances must be served on the opposing party and may be granted/denied at the discretion of the court. Failure to appear for the trial may have consequential hearing results.



Prior to your court date, familiarize yourself with any applicable laws and rules related to Justice Courts as well as "Local Rules of Procedure and Rules of Decorum" for Justice Courts in Travis County which can be found at

<https://www.traviscountytx.gov/justices-of-peace/jp5/links>



Video and/or audio recordings are strictly prohibited unless permissions expressly and specifically have been granted by the Court.

If you need Spanish or Sign Language interpreting accommodations for your hearing, you must let the court know in advance so arrangements can be made.



Si usted necesita acomodo de interprete en español o en lenguaje de señas para su audiencia, debe informar a la corte con anticipación para poder realizar los arreglos necesarios.



Charge your computer or mobile device. Have a charger nearby in the event your device's battery is running low.

### Get Your Space Ready!



- Find a quiet place where no one will interrupt you.
- Have all your papers ready, including a list of what you want to say to the judge.
- Know what time your hearing starts and how to log on or what number to call.

### Visual & Audio Quality is Important!



- Make sure you have good internet connection
- Set the camera at your eye level. If using your phone, prop it up so you can look at it without holding it.
- Look at the camera, not the screen, when you speak.
- Sit in a well-lit room, not too dark, not too bright. No bright lights behind you.
- Mute yourself when not speaking to improve sound quality.
- If you are not joining visually, be sure to say your name each time you speak.
- Talk slowly and do not interrupt.

## What should I expect during the hearing?



- You should join the hearing a few minutes early to make sure there are no issues connecting. If you are unable to get into the hearing, you must call the court PRIOR TO THE START of your hearing.
- When you first join, the judge will take you from a “waiting room” to the “hearing room.”
- The judge will make sure you can hear and talk, and go over all the rules.
- You will see a picture or name of each person in your hearing on your screen. The first one you see is the person who is speaking.
- Everyone can hear what you say. This hearing may even be open to the public
- The judge decides most cases at the end of the hearing
- A copy of any order or judgment signed by the judge during your trial or hearing will be e-mailed to all parties to the suit or their attorneys.

## Justice of the Peace, Pct. 5 Contact Information

Phone Number: (512) 854-9049  
Criminal Dept. Email: [JP5Criminal@traviscountytx.gov](mailto:JP5Criminal@traviscountytx.gov)  
Civil Dept. Email: [JP5Civil@traviscountytx.gov](mailto:JP5Civil@traviscountytx.gov)  
Website: [www.traviscountytx.gov/jp5](http://www.traviscountytx.gov/jp5)