

## THE CIVIL DISTRICT COURTS OF BEXAR COUNTY



BEXAR COUNTY  
COURTHOUSE 100  
DOLOROSA  
SAN ANTONIO, TX 78205

### **SIXTH AMENDED BEXAR COUNTY CIVIL DISTRICT COURTS COVID-19 COURT OPERATIONS PLAN**

**Updated Effective date: November 1, 2022**

NOTHING IN THIS PLAN SUPERCEDES EMERGENCY ORDERS ISSUED BY ANY NATIONAL, STATE OR LOCAL GOVERNMENT. This plan replaces the *Fifth Amended Bexar County Civil District Courts COVID-19 Operations Plan (issued June 1, 2022)*.

Pursuant to the State of Texas, County of Bexar, and City of San Antonio Declarations concerning public health disaster and emergency, the guidance issued by the Office of Court Administration, and the Texas Supreme Court Emergency Orders and in light of the uncertainty regarding the duration of the COVID-19 pandemic, **the Bexar County Civil District Courts will operate pursuant to this plan beginning November 1, 2022, and until further notice.**

For up-to-date information regarding Bexar County Civil District Courts' operations, please refer to the Courts' website, [bexar.org/1703/Civil-District-Courts](http://bexar.org/1703/Civil-District-Courts). Changes to plans and important notices are posted on that site.

## **I. PRESIDING CIVIL DISTRICT COURT APPEARANCES**

Presiding Civil District Court will be called in-person in Room 1.09 of the Bexar County Courthouse **and** remotely using the Zoom software (at Zoom meeting ID 917-895- 6796). You must appear for your scheduled hearing in-person **or** remotely on Zoom pursuant to the protocols set forth herein.

A participant who chooses to appear in-person must be prepared to introduce documents and evidence during the hearing using Zoom in the event some participants appear remotely. It is highly recommended (but not required) in-person participants appear with a personal computer or smart device with the Zoom app or Zoom software installed, all evidence uploaded on to the computer or smart device, and equipped with a wireless modem or air card. Wi-Fi access may not be available at court.

Each District Courtroom is equipped with a technology video cart and an iPad for use during hearings. The technology carts have a big screen monitor, computer with Zoom installed, a camera to project the courtroom and participants on Zoom, microphones, and an Elmo projector<sup>1</sup> which can be used with Zoom.

In the event a court participant appears in-person without their exhibits in digital format and the hearing is hybrid, exhibits can be displayed over Zoom using the provided Elmo. Only court personnel are permitted to operate the technology video cart and to set up the Elmo for court participants.

## **II. HEARINGS IN PRESIDING CIVIL DISTRICT COURT**

### **A. Hearings and Bench Trials to be Conducted In Person or Via Zoom**

Proceedings in the Presiding and Monitoring Civil District Courts will be conducted pursuant to the following protocols:

1. All non-evidentiary hearings will be heard as part of the 8:30 a.m. Presiding Civil District Court docket. Parties and attorneys may appear by Zoom or in

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<sup>1</sup> An elmo projector is a camera mounted on a stand and attached to a digital projector.

person.

2. All evidentiary hearings will be heard in person only as part of the 9:00 a.m. Presiding Civil District Court docket **EXCEPT** as follows:
  - a. If, after conferring, the parties and their attorneys agree in writing that the time required for their hearing is **2.5 hours** or less **and** agree in writing to have the hearing held via Zoom; then
  - b. The attorneys must file a joint notice of hearing stating that the time required for the hearing is **2.5 hours or less** and that the parties have agreed to have the matter heard by Zoom. The joint notice must be filed at least 2 days prior to the date on which the hearing is set to be heard. See attached sample joint notice.

Where the attorneys and parties have agreed that their hearing meets the requirements to be heard via Zoom **and file the required joint notice of hearing**, the hearing will be called during the 9:00 a.m. Presiding Civil District Court docket and assigned to a judge to **be** heard via Zoom.

**Hearings that extend beyond the 2.5 hour time announcement shall be referred back to Presiding Civil District Court for reassignment.**

**Regardless of whether the parties and/or attorneys appear in person, witnesses may still be presented via Zoom.**

3. All uncontested matters set in Presiding Civil District Court can be heard via Zoom or in person as the attorney and/or party chooses.
4. Motions for Summary Judgment Submission Docket: when all parties agree, they may submit Motions for Summary Judgment to be resolved on submission without a hearing. To set a summary judgment motion on the submission docket, the attorneys and self-represented litigants must file a joint notice setting the hearing and providing an estimate of the time required for reading the summary judgment filings. The Presiding Judge will assign the matter to an available Judge during the 1:30 p.m. Presiding Civil District Court submission docket on the date of the hearing.

5. Monitoring court will be called by Zoom, but parties may choose to appear in person, pursuant to the Monitoring Court procedures set forth below.
6. All proceedings before the Associate Judges will be conducted pursuant to the procedures set forth below.
7. Any party or attorney who believes that a hearing should not occur pursuant to the protocols described above must file a motion to be heard on the 8:30 Presiding Civil District Court Docket, preferably before the date of the hearing. See attached sample motion.

## **B. Setting Hearings**

Attorneys and self-represented litigants shall set matters pursuant to the above protocols and the Texas Rules of Civil Procedure by setting their matter with the Presiding Civil District Clerk.

All fiats, orders setting hearings, and orders to appear must identify whether the hearing will occur in-person in Presiding Civil District Court **OR** remotely on the Presiding Civil District Court Zoom; and **must** include the following information in the notice of setting. See attached sample notices.

All fiats, orders setting hearings, and orders to appear **must** also include the following:

1. The time announcement<sup>2</sup>.
2. Telephone numbers for all attorneys or self-represented litigants.
3. Email addresses for all attorneys and self-represented litigants.
4. Whether an interpreter is required and the desired language. *For languages other than Spanish interpretation, please make arrangements with court administration as soon as practical in advance of the hearing at (210) 335-2300.*

Additionally, where the attorneys and parties agree that the evidentiary

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<sup>2</sup> A time announcement is the total amount of time it takes to present your case to the judge, including the time necessary to read the materials presented.

hearing will be **2.5 hours or less** and that the hearing is to be held via Zoom, the attorneys must file a joint notice of hearing signed by both attorneys. See attached sample notices.

### **C. Appearing for Presiding Civil District Court and Hearing Assignments**

Attorneys and self-represented litigants are expected to appear at the Presiding Civil District Court call docket in-person where required by these protocols on the date and time listed on the fiat, order setting hearing, and/or order to appear. Attorneys and self-represented litigants may appear at the Presiding Civil District Court call docket on Zoom on the date and time listed on the fiat, order setting hearing, and/or order to appear for non-evidentiary hearings or for evidentiary hearings that by agreement will be **2.5 hours or less** and the required joint notice of hearing has been filed with the court as set forth in these protocols.

#### **1. TO APPEAR IN PERSON**

1. The address to the Presiding Civil District Courtroom:

Presiding Civil District Courtroom (Room 1.09 / 1<sup>st</sup> Floor) located in the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205.

#### **2. TO APPEAR REMOTELY**

1. The Zoom meeting link for Presiding Civil District Court:  
Link: <https://zoom.us/my/bexarpresidingcourtzoom>
2. The Zoom meeting identification number for Presiding Civil District Court:  
Meeting ID: 917-895-6796.
3. The Zoom telephone access number for Presiding Civil District Court:  
Telephone access number: 1-346-248-7799.

During the call docket, the Presiding Judge will assign each case to another district court judge for hearing. **Any hearing set via Zoom by agreement will be held to the 2.5 hour or less time announcement.**

If you appear remotely, the Presiding Judge will provide the Zoom Meeting ID Number for the assigned judge. Attorneys and self-represented litigants are expected to immediately log out of the Presiding Civil District Court Zoom Meeting and log into the assigned judge's Zoom Meeting using the provided Meeting ID. Failure to do so in a timely manner may result in your hearing being dropped.

If you appear in-person, you are expected to promptly report to the courtroom of the assigned judge.

If your case is not assigned during the call docket, attorneys and self-represented litigants shall be on standby, readily available for their hearing assignments and are encouraged to continue conferring on their cases.

DO NOT use the Zoom Chat feature to engage the Court and Court Staff unless given permission by the Presiding Judge. DO NOT make time announcements using the Zoom Chat feature and DO NOT submit your time announcement to ANY court email address in advance of your appearance. **All time announcements must be made to the Presiding Judge in person or live on Zoom.**

Upon checking in with the assigned judge, attorneys and self-represented litigants will receive instructions from the assigned judge on how to share pleadings and exhibits with the court.

**Time announcements will be strictly enforced absent extenuating circumstances.**

To prevent disruption, attorneys and self-represented litigants must mute themselves in their settings upon entering the Court Zoom Meeting and may unmute when given permission by the Court or when their case is called. Attorneys and self-represented litigants must turn on their video when addressing the Court and identify themselves by their legal name on their video feed.

All attorneys, self-represented litigants, parties, witnesses, observing members of the public, and others appearing before the courts via Zoom shall

have their video feed on at all times until given permission by the court to turn the video feed off and shall have their legal name displayed on their video feed. Violation of the foregoing may result in the individual being removed from the Zoom hearing.

All attorneys, self-represented litigants, parties, witnesses, observing members of the public, and others appearing before the courts via Zoom are further advised that they are expected to dress and conduct themselves as they would if they were appearing in person before the court.

Unless permission is granted by the court, proceedings may not be recorded.

#### **D. Public Access to Court Proceedings**

Unless otherwise noticed, public access to all court proceedings is available in person at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas 78205.

#### **E. Pre-Hearing Conference, Pre-Marking Exhibits, and Exchange of Exhibits**

All attorneys and self-represented litigants shall confer before hearings concerning (1) time announcements, (2) issues that can be agreed upon, and (3) stipulated-to exhibits.

Attorneys and self-represented litigants shall pre-mark their exhibits and save them separately in commonly used digital file formats. Documents **must** be saved in PDF format. By way of example, exhibit digital file names should follow this format or similar nomenclature:

- Plaintiff's Ex. 1 – Police Report
- Defendant's Ex. 2 – Accident Scene Picture 1
- Movant's Ex. 1 – Text Msg (Dec 25, 2019)
- Respondent's Ex. 1 – Video Clip (Jan 1, 2020).

Subject to the rules concerning discovery, there is no requirement to

exchange exhibits in advance.

## **F. Witnesses**

Attorneys and self-represented litigants are responsible for advising each witness how they can participate in the hearing and should make every effort to avoid delays. If a witness is not available to testify at the designated time, the witness may not be heard.

Witnesses appearing before the courts via Zoom are further advised that they are expected to dress and conduct themselves as they would if they were appearing in person before the court. They shall not appear while operating a moving vehicle or in any other circumstance that the court determines risks the safety of the witness or others. Any witness violating these requirements is subject to being excluded from testifying or otherwise participating in the proceeding.

## **III. UNCONTESTED DOCKETS**

The Presiding Civil District Court holds two uncontested dockets occurring daily at **1:30**. The **Uncontested Zoom/In-Person Walk-In Docket** and the **Uncontested Submission Docket by email**.

### **A. Uncontested Zoom/In-Person Walk-In Docket – 1:30.** (NO SETTING REQUIRED)

Court participants may appear for this docket in-person in the Presiding Civil District Courtroom (Room 1.09) located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205 or login remotely to Zoom at 1:30pm. No setting is required. Matters considered by the court at this docket are:

- uncontested divorce prove-ups
- uncontested adoptions
- uncontested name changes
- friendly-suits
- agreed orders
- requests for ex-parte temporary restraining orders



- requests for ex-parte protective orders
- default judgments
- alternative service requests
- Other matters (at the discretion of the Presiding Judge).

Court participants must have ready to share with the court all statutorily required documents, pleadings, and proposed orders. If appearing remotely these documents must be in digital .pdf format.

DO NOT email documents to ANY court and staff counsel email addresses in advance of your appearance. If appearing remotely the Presiding Judge will tell you where to email your documents when you make your appearance for this docket. Failure to follow these instructions will delay your case and frustrate procedures in place.

To access the Uncontested Zoom Docket you may log into the Presiding Civil District Court Zoom using the following Zoom credentials:

1. The Zoom meeting link for Presiding Civil District Court:  
Link: <https://zoom.us/my/bexarpresidingcourtzoom>
2. The Zoom meeting identification number for Presiding Civil District Court:  
Meeting ID: 917-895-6796.
3. The Zoom telephone access number for Presiding Civil District Court:  
Telephone access number: 1-346-248-7799.

## **B. Uncontested Submission Docket by email**

Uncontested motions where no record is required (i.e., default judgment with liquidated damages or substituted service) may be submitted to [CivilDistrictUncontestedMotions@bexar.org](mailto:CivilDistrictUncontestedMotions@bexar.org) for review by the staff attorney. Upon review, if the motion does not require an appearance before the court, it will be submitted to the Presiding Civil District Court for consideration. If the motion is deficient in some respect, the submission will be rejected with the sender receiving the following message:

The submitted motion is not ready to be submitted to the court for consideration. Please appear at the Presiding Civil District Court's 1:30 docket via Zoom or in person to present the motion.

Uncontested motions where no record is required may also be submitted in person or by Zoom at the Presiding Civil District Court's 1:30 docket pursuant to subsection III.A above or by U.S. mail, subject to review by the staff attorney.

### **C. Miscellaneous Requirements for Uncontested Motions**

For uncontested divorces, attorneys and self-represented litigants must file:

1. an affidavit or sworn interrogatories to prove up the divorce (the parties' declaration of bankruptcy status must be included); and
2. the agreed Final Decree of Divorce.

For adoptions, attorneys and self-represented litigants must file all statutorily-required documents and an affidavit or interrogatories to prove up the adoption order, along with the Decree of Adoption, including affidavits and/or interrogatories to prove up the adoption and the Decree of Adoption.

## **IV. PRESENTATION OF AGREED ORDERS**

As an alternative to the Uncontested Zoom Appearance Docket, you may also submit agreed orders as follows:

### **A. Presentation of Agreed Orders by Email**

All agreed orders where an attorney or party does not intend to appear in Presiding Civil District Court must be submitted through the [CivilDistrictAgreedOrders@bexar.org](mailto:CivilDistrictAgreedOrders@bexar.org) email address. Every order must have a signature block for an attorney representing each party to the proceeding and the proposed order must be signed by the attorney (electronic signatures and signatures by permission remain acceptable). The sender will receive the

following message upon submission:

We have reviewed your proposed order(s)/decree, and will present it to the court for consideration on [date]. Please allow 3-5 business days for the signed order or decree to be processed by the District Clerk's office and be available. No conformed copy will be sent to you from this e-mail address. To obtain copies, you may e-file or mail a letter to the Bexar County District Clerk requesting the copies. E-file a letter that includes the case number and an e-mail address to which to send the regular or certified copies, which will be charged to your account on file. To request copies by mail, call 210-335-2661 to get a page count and the cost (you must include a money order or cashier's check with your letter). Postage will be charged to your account on file. Please do not use both U.S. mail and e-mail (including multiple emails) to submit identical proposed decrees and orders, as this creates unnecessary confusion. If you need your order sooner, please appear in Presiding Civil District Court (in person or by Zoom) to present your order.

Agreed orders that do not comply with the requirements will be rejected with the sender receiving the following message:

Effective June 1, 2022, this email ([CivilDistrictAgreedOrders@bexar.org](mailto:CivilDistrictAgreedOrders@bexar.org)) is only for submission of agreed orders where an attorney or party does not intend to appear in Presiding Civil District Court. Every order must have a signature block for an attorney representing every party to the proceeding and the proposed order must be signed by the attorney (electronic signatures and signatures by permission remain acceptable). Your email has been returned because the submitted order does not meet this criteria. If you appeared in Presiding Civil District Court, please resubmit your proposed order complying with these requirements to [CivilDistrictPresiding@bexar.org](mailto:CivilDistrictPresiding@bexar.org). If you appeared in Monitoring Court, please resubmit your proposed order pursuant to the Monitoring Court Operations Plan

referenced in subsection V.

## **B. Presentation of Agreed Order via Zoom or Personal Appearance**

Agreed orders where an attorney or party has appeared in Presiding Civil District Court must be submitted through the [CivilDistrictPresiding@bexar.org](mailto:CivilDistrictPresiding@bexar.org) email address. Every order must have a signature block for an attorney representing every party to the proceeding and the proposed order must be signed by the attorney (electronic signatures and signatures by permission remain acceptable). Agreed orders that do not comply with the requirements will be rejected with the sender receiving the following message:

Effective June 1, 2022, this email ([CivilDistrictPresiding@bexar.org](mailto:CivilDistrictPresiding@bexar.org)) will only accept agreed orders for proceedings in which an attorney appeared in the Presiding Civil District Court (in person or by Zoom) and that have been signed by an attorney representing all parties. Your email has been returned because the submitted order does not meet this criteria. If your agreed order is for a proceeding in which no appearance is being made, please submit the order (in proper form) to [CivilDistrictAgreedOrders@bexar.org](mailto:CivilDistrictAgreedOrders@bexar.org). If you appeared in Presiding Civil District Court, please resubmit your proposed order complying with these requirements. If you appeared in Monitoring Court, please resubmit your proposed order pursuant to the Monitoring Court Operations Plan referenced in subsection V.

## **C. Presentation of Agreed Orders from Prior Hearing**

If your order resulted from a court ruling other than the Presiding Civil District Court and is agreed as to form, please submit the order by email or mail directly to the court issuing the ruling.

## **D. Presentation of Agreed Order by Other Means**

Attorneys and parties may also present agreed orders in person, via Zoom or by mail, subject to the above requirements for Agreed Orders.

## V. MONITORING COURT & OTHER COURT DOCKETS

### A. Monitoring Court

Monitoring Court dockets, child welfare cases set in the Children's Courts, child support cases set in the Child Support Courts, expunction docket, tax docket, protective order docket, and pro se dockets will continue to be held remotely on Zoom or as directed by the judge(s) overseeing the docket.

For procedures in Monitoring Court, please see the Monitoring Court websites:

<https://www.bexar.org/1813/Chief-Trial-Assignment-Clerk>

<https://www.bexar.org/2999/Monitoring-Court>

### B. Children's Court Division of the Civil District Courts

Beginning November 1, 2022, proceedings before the Associate Judges in the Presiding Civil District Courts will be conducted pursuant to the following protocols:

1. All non-evidentiary hearings will be heard as docketed by the courts. Parties and attorneys may appear by Zoom or in person. Zoom information is available from the assigned Associate Judge.
2. All evidentiary hearings will be heard in person as docketed by the courts **EXCEPT** as follows:
  - a. If, after conferring, the parties and their attorneys agree in writing that the time required for their hearing is **2.5 hours or less** and agree in writing to have the hearing held via Zoom; then
  - b. The attorneys may file a joint notice of hearing stating that the time required for the hearing is **2.5 hours or less** and that the parties have agreed to have the matter heard by Zoom. See attached sample notice.

Where the attorneys and parties have agreed that their hearing meets the requirements to be heard via Zoom and file the required joint notice, the hearing will be called as docketed by the court and heard via Zoom.

**Regardless of whether the parties and/or attorneys appear in person, witnesses may be presented via Zoom.**

3. Any party or attorney who believes that a hearing should not occur pursuant to the protocols described above must file a motion to be heard by the Associate Judge before the date of the hearing. See sample motion.

### **ZERO TOLERANCE POLICY**

**THERE WILL BE NO TOLERANCE FOR ATTORNEYS TAKING UNFAIR ADVANTAGE OF THE SITUATION CREATED BY THE COVID-19 PANDEMIC. ANY SUCH CONDUCT SHALL BE REPORTED TO THE STATE BAR OF TEXAS DISCIPLINARY COUNSEL ON THE FIRST OFFENSE. ALL JUDGES AND LAWYERS, AS OFFICERS OF THE COURT, ARE CALLED UPON TO CONDUCT OURSELVES IN ACCORDANCE WITH THE TEXAS LAWYERS' CREED.**

ATTACHMENT A-1 - REVISED SAMPLE NOTICE OF HEARING –  
**PRESIDING COURT IN-PERSON HEARING**

Cause No. \_\_\_\_\_

Plaintiff/Petitioner	§	In the District Court
	§	
v.	§	____th Judicial District
	§	
Defendant/Respondent	§	Bexar County, Texas

**NOTICE OF IN-PERSON HEARING IN COMPLIANCE WITH  
COVID-19 COURT OPERATIONS PLAN**

The [name of motion or pleading] is set for hearing on [date], *at* [time] in the Presiding Civil District Courtroom (Room 1.09) located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205.

**YOU MUST PARTICIPATE IN THE HEARING BY APPEARING IN-PERSON AT THE COURTHOUSE.**

At the designated time above, report in-person to the Presiding Civil District Courtroom (Room 1.09) located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205. If you plan to introduce documents and evidence during your hearing, you must be prepared to share them on Zoom using a personal computer or smart device equipped with a wireless modem or air card and Zoom app or Zoom software installed. Wi-Fi access may not be available at court.

**OTHER REQUIRED INFORMATION:**

1. The time announcement:
2. Telephone numbers and emails for all attorneys or self-represented litigants:

[name, phone number, email address]

*NOTE: You must include information for all parties, not just yourself. Including information for all participants is very helpful.*

3. Whether an interpreter is required: A [language] interpreter is required.

*NOTE: For languages other than Spanish interpretation, please make arrangements with court administration as soon as*

*practical in advance of the hearing at (210) 335-2300.*

**ADD FULL SIGNATURE BLOCK & CERTIFICATE OF SERVICE**



ATTACHMENT A-2 - REVISED SAMPLE NOTICE OF HEARING

**PRESIDING COURT ONLY – ZOOM HEARING**

***NOTE: To be used only for Monitoring Court (other than trial settings), the 8:30 a.m. Presiding Civil District Court, the expunction, the tax, and the 10:00 a.m. Protective Order dockets.***

Cause No. \_\_\_\_\_

Plaintiff/Petitioner	§	In the District Court
	§	
v.	§	_____th Judicial District
	§	
Defendant/Respondent	§	Bexar County, Texas

**NOTICE OF ZOOM HEARING IN COMPLIANCE WITH  
COVID-19 COURT OPERATIONS PLAN**

The [name of motion or pleading] is set for hearing on [date], at [time] in the Presiding Civil District Courtroom (Room 1.09) located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205.

**YOU MAY PARTICIPATE IN THE HEARING BY LOGGING ON TO ZOOM OR BY APPEARING IN-PERSON AT THE COURTHOUSE.**

**TO APPEAR BY ZOOM:** At the designated time above, log on to the Presiding Civil District Court Zoom using this link: <https://zoom.us/my/bexarpresidingcourtzoom>. Alternatively, log on to the Presiding Civil District Court Zoom using meeting ID is 917-895-6796. If you are unable to log on with a computer or smart device, you can call the Zoom telephone access number for Presiding Civil District Court at 1 (346) 248-7799. You will need to input the Presiding Civil District Court Zoom access code: 917-895-6796. However, calling in is not recommended by the court.

**TO APPEAR IN PERSON:** At the designated time above, report in-person to the Presiding Civil District Courtroom (Room 1.09) located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205. If you appear in person and plan to introduce documents and evidence during your hearing, you must be prepared to share them on Zoom using a personal computer or smart device equipped with a wireless modem or air card and Zoom app or Zoom

software installed. Wi-Fi access may not be available at court.

**OTHER REQUIRED INFORMATION:**

1. The time announcement:
2. Telephone numbers and emails for all attorneys or self-represented litigants:  
[name, phone number, email address]  
*NOTE: You must include information for all parties, not just yourself.  
Including information for all participants is very helpful.*
3. Whether an interpreter is required: A [language] interpreter is required.  
*NOTE: For languages other than Spanish interpretation, please  
make arrangements with court administration as soon as  
practical in advance of the hearing at (210) 335-2300.*

**ADD FULL SIGNATURE BLOCK & CERTIFICATE OF SERVICE**

ATTACHMENT A-3 - REVISED SAMPLE NOTICE OF HEARING  
**PRESIDING COURT ONLY – ZOOM HEARING BY AGREEMENT**

Cause No. \_\_\_\_\_

Plaintiff/Petitioner	§	In the District Court
	§	
v.	§	_____th Judicial District
	§	
Defendant/Respondent	§	Bexar County, Texas

**JOINT NOTICE OF ZOOM HEARING BY AGREEMENT IN COMPLIANCE WITH  
COVID-19 COURT OPERATIONS PLAN**

The [name of motion or pleading] is set for hearing on [date], at [time] in the Presiding Civil District Courtroom (Room 1.09) located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205.

**PURSUANT TO THE ATTORNEYS’ AND PARTIES’ AGREEMENT YOU MUST PARTICIPATE IN THE HEARING BY LOGGING ON TO ZOOM.**

**TO APPEAR BY ZOOM:** At the designated time above, log on to the Presiding Civil District Court Zoom using this link: <https://zoom.us/my/bexarpresidingcourtzoom>. Alternatively, log on to the Presiding Civil District Court Zoom using meeting ID is 917-895-6796. If you are unable to log on with a computer or smart device, you can call the Zoom telephone access number for Presiding Civil District Court at 1 (346) 248-7799. You will need to input the Presiding Civil District Court Zoom access code: 917-895-6796. However, calling in is not recommended by the court.

**OTHER REQUIRED INFORMATION:**

1. The time announcement:
2. Telephone numbers and emails for all attorneys or self-represented litigants:  
[name, phone number, email address]  
*NOTE: You must include information for all parties, not just yourself. Including information for all participants is very helpful.*
3. Whether an interpreter is required: A [language] interpreter is required.  
*NOTE: For languages other than Spanish interpretation, please*

*make arrangements with court administration as soon as practical in advance of the hearing at (210) 335-2300.*

**The undersigned attorneys and/or self-represented litigants have conferred and have agreed in writing that the time required for the hearing is 2.5 hours or less and that the hearing should be conducted by Zoom. Further, they acknowledge that they will be referred back to the Presiding Civil District Court to be reset for an in-person hearing on a later date if the hearing exceeds 2.5 hours.**

**ADD FULL SIGNATURE BLOCKS & CERTIFICATE OF SERVICE**

ATTACHMENT B – SAMPLE MOTION TO CONDUCT HEARING VIA ZOOM

Cause No. \_\_\_\_\_  
Plaintiff/Petitioner                    §                                   In the District Court  
  §  
v.    §                                   \_\_\_\_th Judicial District  
  §  
Defendant/Respondent                §                                   Bexar County, Texas

**MOTION TO CONDUCT HEARING VIA ZOOM**

On [date], [party] filed their [name of motion or pleading]. Pursuant to the protocols established by the Bexar County Civil District Court Judges, the [motion/pleading] is set to be heard in person on the [date of hearing] on the Presiding Civil District Court’s 8:30/9:00 a.m. docket.

The hearing on [name of motion or pleading] should not be held in person for the following reasons:

1. [list all reasons that hearing should not be held in person (i.e., party has or recently had Covid, parties or attorneys must travel long distance for hearing or incur unnecessary expense)].

The parties and attorneys conferred on the relief requested in this motion but could not reach an agreement.

[Name of party requesting change] respectfully requests that the Court conduct the hearing on [name of motion or pleading] via Zoom on the date and time as currently set.

## FULL SIGNATURE BLOCK

### NOTICE OF SETTING

[party]'s Motion to Conduct Hearing Via Zoom is set for hearing on [date], at 8:30 am in the Bexar County Presiding Civil District Court, 100 Dolorosa, San Antonio, Texas, 78205.

**YOU MAY PARTICIPATE IN THE HEARING BY LOGGING ON TO ZOOM OR BY APPEARING IN-PERSON AT THE COURTHOUSE.**

**TO APPEAR BY ZOOM:** At the designated time above, log on to the Presiding Civil District Court Zoom using this link: <https://zoom.us/my/bexarpresidingcourtzoom>. Alternatively, log on to the Presiding Civil District Court Zoom using meeting ID is 917-895-6796. If you are unable to log on with a computer or smart device, you can call the Zoom telephone access number for Presiding Civil District Court at 1 (346) 248-7799. You will need to input the Presiding Civil District Court Zoom access code: 917-895-6796. However, calling in is not recommended by the court.

**TO APPEAR IN PERSON:** At the designated time above, report in-person to the Presiding Civil District Courtroom (Room 1.09) located at the Bexar County Courthouse, 100 Dolorosa, San Antonio, Texas, 78205. If you appear in person and plan to introduce documents and evidence during your hearing, you must be prepared to share them on Zoom using a personal computer or smart device equipped with a wireless modem or air card and Zoom app or Zoom software installed. Wi-Fi access may not be available at court.

#### OTHER REQUIRED INFORMATION:

1. The time announcement:
2. Telephone numbers and email addresses for all attorneys or self-represented litigants:

*NOTE: You must include information for all parties, not just yourself. Including information for all participants is very helpful.*

3. Whether an interpreter is required: A [language] interpreter is required.

*NOTE: For languages other than Spanish interpretation, please*

*make arrangements with court administration as soon as practical  
in advance of the hearing at (210) 335-2300.*

4. The total number of participants in the call:
5. Whether a record is required: A record is required.

**CERTIFICATE OF SERVICE**