

303rd DISTRICT COURT PROCEDURES DURING COVID 19

ENTRY OF ORDERS:

Agreed or Waiver orders: The Court will sign agreed orders (all signatures are required), and orders in cases where there is a waiver on file that waives notice. If a prove up is required (divorces and SAPCRS), you must e-file an affidavit of testimony, the Austin form and the final orders. Once you receive confirmation that your filing has been accepted, email your orders and and prove up affidavit to the court coordinator (barbara.esquivel@dallascounty.org)

Default orders: Default orders will be heard by submission. A prove up is required, and may be submitted by affidavit. All required documents (including, as necessary: Returns of Service, Orders appointing AAL, AAL statements, Statements of the Evidence, Written Certificate of Respondent's Last Address, Non-Military Affidavit, Inventories and Appraisements, Austin Forms etc.) **MUST BE E-FILED WITH THE DISTRICT CLERK AND MUST BE E-MAILED TO THE COURT COORDINATOR** (barbara.esquivel@dallascounty.org). Failure to strictly comply with the rules regarding defaults will result in denial of the request for default judgment. Even if a party strictly complies with the rules regarding default judgments, the court may still require a party to appear for a Zoom hearing for a prove up.

Other orders: Proposed agreed orders in cases that have already been proved up, tried or settled may be emailed to the Court Coordinator (Barbara.esquivel@dallascounty.org) for entry, along with Austin forms and child support account forms as required. All orders should have the signatures of all parties and attorneys.

INTERPRETERS:

If required, agreed cases requiring an interpreter will resume on the interpreter docket on April 3, 2020 at 8:30 a.m. Contact the Court Coordinator to be placed on the remote interpreter docket. Interpreter dockets will then continue to be scheduled on the first, second, and third Fridays of each month.

Contested cases requiring an interpreter: A party requiring an interpreter should make the request to the court coordinator (barbara.esquivel@dallascounty.org) one week prior to the proceeding.

SETTING HEARINGS:

Setting hearings on Judge Garcia's docket:

- Email the Court Coordinator (barbara.esquivel@dallascounty.org) and copy opposing counsel/self represented litigant for available dates. The subject line of the email must include "SETTING REQUEST: (Case name); (Cause no.)" All requests must include a valid email address, and phone number for each attorney/party entitled to notice.
- Once you have a setting, the Court Coordinator will provide you with the remote appearance instructions.

Setting hearings on Judge Olvera's docket:

- Call the Clerk at [214-653-7611](tel:214-653-7611) to set your hearing
- Once you have a setting, email the Court Coordinator (barbara.esquivel@dallascounty.org) and copy opposing counsel/self represented litigant to obtain the remote appearance instructions. The subject line of the email must include: "AJ SETTING REQUEST: (Case name); (Cause no.)" All requests must include a valid email address, and phone number for each attorney/party entitled to notice.

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SUBMITTING AN EMERGENCY EX PARTE ORDER:

- Efile the motion and proposed order along with a Certificate of Conference for Ex Parte Matters.
- Email the Court Coordinator (barbara.esquivel@dallascounty.org) and copy each opposing counsel/self-represented litigant where appropriate. Attach the motion, proposed order and, Certificate of Conference for Ex Parte Matters to the email. The subject line of the email must include: "EMERGENCY EXPARTE RELIEF REQUEST: (Case name); (Cause no.)" All requests must include a valid email address, and phone number for each attorney/party entitled to notice.
- The Court Coordinator will confirm a time that a judge will consider the motion by telephone or Zoom.

RULES FOR REMOTE APPEARANCES:

The 303rd will be using Zoom video conferencing. It is free to download at zoom.us or you can download the app directly to your cell phone. The Court Coordinator will email you a link to the hearing, and a set of guidelines for appearing via Zoom.

FOR THE PUBLIC:

THE OPEN COURTS PROVISION OF TEXAS LAW ALLOWS THE PUBLIC ACCESS TO COURT PROCEEDINGS.

ALL REMOTE PROCEEDINGS CONDUCTED BY THE 303rd DISTRICT COURT ARE OPEN TO THE PUBLIC AND ARE LIVE STREAMED TO THE COURT'S YOUTUBE CHANNELS. YOU MAY OBTAIN THE CHANNELS FROM THE COURT COORDINATOR.

STREAMED PROCEEDINGS ARE LIVE ONLY AND NOT SAVED OR MADE AVAILABLE FOR LATER VIEWING. ANY RECORDING OF THE HEARINGS BY AUDIO OR VIDEO, BY ANY PARTY, ATTORNEY, WITNESS, OR THIRD PARTY IS STRICTLY PROHIBITED.