

INSTRUCTIONS FOR SHOW CAUSE "ZOOM" HEARINGS

A citation and/or complaint has been filed against you in Justice Court, Precinct 2. If a court hearing is held in your case, you will be sent a hearing notice telling you the date and time that a judge will hear your case.

NOTE: Due to the coronavirus pandemic, court hearings could be held online through a video conferencing software application called Zoom, rather than at the courthouse.

If you are unable to participate in a Zoom hearing for reasons listed in number 4 below, please contact the Court at (254) 739-2518 immediately. Your failure to attend a hearing, Zoom or otherwise, can result in ADDITIONAL FEES, NON-RENEWAL STATUS OF YOUR DRIVER'S LICENSE, AND A WARRANT ISSUED FOR YOUR ARREST.

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

1. How to Use Zoom for the Court Hearing and What to Expect:
 - a. **Video Function:** It is best for you to use the video function of Zoom, as explained below, because that will allow you to see the judge, the other party, the witnesses, and the evidence that is used against you. However, if you do not have the ability to do that, or if for some reason there is a technical problem when you try to join the hearing by video, you can also participate in the hearing by calling the Zoom phone number provided. ***If you call in to a Zoom hearing, you do not need anything more than phone and the ability to make a call.***
 - b. **Items Needed:** To use Zoom's video function, you need to have a computer, tablet, or cell phone that has a video camera, a microphone/speaker, and reliable access to the internet. **If you do not have these items, please contact the Court at (254) 739-2518.**
 - c. **Download Zoom:** Download Zoom on your computer or smartphone at <https://zoom.us/>. You do not need to set up a Zoom account to use Zoom for the hearing. Another way to download Zoom is to click on the Zoom link provided by the court. It is best to download Zoom at least a day before the hearing in case you have any difficulty.
 - d. **Join the Court Hearing:**
 - i. Go to <https://zoom.us/join> (or open up Zoom on your device or computer) and enter the Meeting ID to the Zoom link listed in your hearing notice, then click the "Join" button;
 - ii. Enter your name as it appears on the hearing notice; and
 - iii. If a meeting password was provided to you, enter the meeting password.
 - iv. Choose either "Call using Internet Audio" to use the speakers in your computer or "Dial In" if you would prefer to use your phone to speak and listen to the hearing;
 - v. When you first join, you may be placed in a 'waiting room' until the judge starts the hearing. You cannot see or hear the proceedings from the waiting room. The judge and/or the court coordinator can see you are in the waiting room and will allow you into the hearing when it's time for you to participate.
 - vi. The judge will make sure you can hear and talk and go over all the rules.
 - vii. You will see each person and their name on the call. If someone does not have a video camera and is only participating by phone, you will only see their name. The person who is speaking will be highlighted by a green square box.
 - viii. Be aware that background noise can cause problems. It is best to mute yourself when you are not speaking.
 - ix. Your hearing is live and may be recorded. Everyone there can hear what you say, and the hearing may be open to the public. If recorded, it should be deleted after the hearing.
 - x. The judge will decide most cases at the end of the hearing or will tell you when a decision will be made.
 - e. **What Happens if You Do Not Show Up at a Trial:**
 - i. Failure to appear or pay fines by the hearing date will result in additional fees.
 - ii. The non-renewal status of your driver license.
 - iii. A warrant may be issued for your arrest.
2. Other Information: If you have any of the following circumstances, please contact the Court at (254) 375-2518 or jp2gutierrez@yahoo.com:
 - a. You do not have the technology or ability to participate by Zoom (See attached information for details);
 - b. You are requesting accommodations for yourself or a witness with disabilities;
 - c. You are requesting an interpreter for yourself or a witness, and if so, for which language(s);
 - d. You have evidence to help prove your side of the facts but are not able to send it to the judge and opposing party in the way we've asked for it to be sent (See attached information for details); or
 - e. You are asking the court to delay the hearing for a good reason.