

GRAPEVINE MUNICIPAL COURT OF RECORD
Alan C. Wayland, Judge Presiding
RULES FOR REMOTE PROCEEDINGS

The Governor has declared a state of emergency regarding the coronavirus pandemic and the Office of Court Administration (OCA) has suggested that all non-essential in-person court proceedings should be suspended. However, technology and state law allows options not previously available. Based upon guidelines from the OCA and Eighth Administrative Judicial Region Presiding Judge David Evans, the Grapevine Municipal Court of Record will continue to conduct docketed matters if the participants have the technology to do so. The following restrictions and limitations will apply but should be similar to what is required for an in-person hearing. Any non-essential requests for a courtroom hearing will be considered but will only be granted if a necessary participant is unable to successfully participate in remote hearings for reasons beyond the judges' control. It is anticipated most parties will prefer a "virtual" hearing based upon the coronavirus risk factors involved with in-person proceedings. Jury trials are suspended until OCA guidelines have been established and implemented.

PROCEDURES FOR LITIGANTS

The Grapevine Municipal Court of Record 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, iPad, tablet, or computer. The Court Clerk will mail you a link to the docket for your matter. Your computer, cellphone, iPad, or tablet must have internet access, a video camera, and a microphone, preferably by way of a headset. **If you can only participate via telephone, you must make arrangements the day before with the Court Clerk, Cindy Eteaki, (817) 410-3284, no later than 3:00 p.m.**

Ensure the Court Clerk, Cindy Eteaki, (gvcourt@grapevintexas.gov), has the email addresses of all participating parties to the case. The Court will be the "host" of all the hearings.

If you intend to offer any exhibits during the hearing, you need to email them to all parties and the Court Clerk (gvcourt@grapevintexas.gov) not later than 3:00 p.m. the day before the hearing. The subject line of the email message should include the full cause number and "Movant's Exhibits" (of Cause Number and "Respondent's Exhibits", etc.). The documents must be clearly marked and have a coinciding exhibit list included with the submission. The documents must be in .pdf format (unless it is audio and/or video evidence). The Court cannot consider any exhibits not emailed to the Court Clerk in a timely manner. If you fail to follow this requirement, these documents will not be considered for inclusion within the court's record.

Any responses or replies electronically filed with the Court Clerk less than 48 hours before the hearing should also be e-mailed in .pdf format, but will not be considered "filed" even though they must be electronically filed with the Court Clerk as usual. Cases for the judge's reference should be electronically mailed to the Court Clerk to the Judge's attention at least 24 hours before the hearing to allow consideration.

PROCEDURES FOR WITNESSES

Witnesses **MUST** appear by video conferencing. The attorney calling the witness is responsible for ensuring that the witness has a video and audio feed. All witnesses should be prepared to present a valid form of identification and/or authority to verify their identity and authority to the Court over the video feed. It is the responsibility of the attorney offering the witness to ensure that the witness has the link to the proceedings and that all exhibits are available to witness(es), including those of opposing parties.

Please be mindful of surroundings and background noise during the proceedings. Attention to appropriate attire is also necessary. Proceedings will be conducted just as if all participants are in the courtroom and courtroom decorum will be followed. There will be a record made of the proceedings, and there is a delay in transmission of proceedings from the Zoom recording to the YouTube public broadcast. Also, please be aware that only one person may speak at a time to ensure a complete record. If you have an objection, please indicate this by unmuting your microphone and I will stop the proceedings to entertain any objection or motion.

PUBLIC ACCESS

DURING THE DECLARATION OF THE PUBLIC DISASTER AND IN THE IMPOSITION OF TRAVEL RESTRICTIONS, THE PUBLIC MAY OBTAIN ACCESS TO A HEARING BY CONTACTING THE COURT CLERK AT 817-410-3284 TO OBTAIN PUBLIC ACCESS TO THE PROCEEDINGS IF ADDITIONAL ACCOMODATIONS ARE NECESSARY. THE PROCEEDINGS WILL BE LIVE STREAMED ON THE CITY OF GRAPEVINE MUNICIPAL COURT'S YOUTUBE CHANNEL CREATED BY THE OCA, WHICH IS THE PRIMARY MEANS OF ACCOMODATION LOCATED AT <https://www.youtube.com/channel/UCts-8c5CEQBxYMyJIWUgBPA>. ADDITIONAL MEANS OF ACCOMODATION MAY BE AVAILABLE DEPENDING ON AN INABILITY TO ACCESS THE YOUTUBE CHANNEL, INCLUDING AN ACCESS CODE TO THE HEARING OR A TELEPHONE NUMBER TO LISTEN TO THE PROCEEDINGS. THE PUBLIC MAY VIEW OR LISTEN TO PROCEEDINGS BUT **VIDEO OR AUDIO RECORDING IS PROHIBITED.**