

# NAVARRO COUNTY

MELISSA BUTLER  
COURT COORDINATOR

LESLIE KIRK  
OFFICIAL REPORTER



## JAMES LAGOMARSINO

JUDGE, 13TH JUDICIAL DISTRICT COURT  
NAVARRO COUNTY COURTHOUSE  
300 W. 3RD AVE., SUITE 202  
CORSICANA, TEXAS 75110  
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May 3, 2021

RE: Administrative Order Regarding Remote Proceedings

Dear Counsel and Litigants:

Please find attached the District Court's Administrative Order Regarding Remote Proceedings. A copy will be placed on the Court's website.

Respectfully,

James Lagomarsino  
District Judge / Local Administrative Judge

FILED

2021 MAY -3 AM 11:42

JOSHUA B. TACKETT  
DISTRICT CLERK  
NAVARRO COUNTY, TX  
C.S. DEPUTY

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IN THE DISTRICT COURT OF  
NAVARRO COUNTY, TEXAS  
13<sup>TH</sup> JUDICIAL DISTRICT

## ADMINISTRATIVE ORDER REGARDING REMOTE PROCEEDINGS

Pursuant to the inherent powers of this Court and previous orders of the Texas Supreme Court, this Administrative Order is promulgated to accommodate the parties, attorneys, witnesses, staff, the community, and all others who come before this Court in regards to remote proceedings.

IT IS ORDERED that all litigants, counsel, witnesses, and the public shall follow the following procedures:

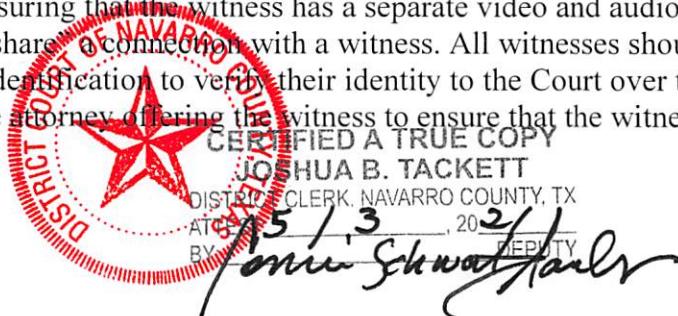
### **PROCEDURES FOR LITIGANTS AND ATTORNEYS:**

Litigants and attorneys who appear by video or audio conferencing shall follow the following procedures: The 13<sup>th</sup> District Court will be using Zoom video conferencing. It is free to download at <https://zoom.us/> or you can download the app directly to your cell phone. The Court will email you a link to the hearing. Your computer 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 email the Court Coordinator the day before no later than 12:00 PM.

Litigants and counsel shall ensure the Court Coordinator ([mbutler@navarrocourt.org](mailto:mbutler@navarrocourt.org)) has the email of all participating parties to the case at the time of scheduling the hearing. The Court will be the “host” of all hearings. If a party intends to offer an exhibit, the party shall use the screen share function on Zoom to offer the exhibit for any objections from the other side. The Court will not view the exhibit until it is admitted. Any exhibit that is offered, admitted, or offered but not admitted will need to be filed in-person (or by U.S. mail, FedEx, UPS, or other courier services) with the Clerk of the Court no later than the next business day at the Navarro County District Clerk, 300 West 3<sup>rd</sup> Avenue, Suite 201, Corsicana, Texas 75110. The exhibits should be in the same format as an in-person hearing. If the exhibits offered contain audio or video recordings, the offering party shall provide the exhibits on a flash drive. The subject of the exhibit file should be the full cause number and “– Plaintiff Exhibits” (or cause number “– Defendant Exhibits”). In addition, the exhibits shall be pre-marked and the exhibit sticker placed on the front of the offered exhibit. If you fail to follow this requirement, the court reporter will not include these exhibits in the record.

### **PROCEDURES FOR WITNESSES:**

Witnesses who appear by video conferencing shall follow the following procedures: The attorney calling the witness is responsible for ensuring that the witness has a separate video and audio feed. Attorneys should not attempt to “share” a connection with a witness. All witnesses should be prepared to present a valid form of identification to verify their identity 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 the witness, including those of opposing parties.

**FOR THE PUBLIC:**

The open courts provision of Texas law allows the public access to court proceedings. As such, anyone may email the court coordinator ([mbulter@navarrocourt.org](mailto:mbulter@navarrocourt.org)) to get access codes to hearings or view the Court's YouTube station: Navarro DC13. If you are viewing, it is ordered that you mute your connection to prevent disruption to the proceedings. The public may view or listen to proceedings but any audio or video recording is prohibited. Those violating this order are subject to contempt of court.

IT IS ORDERED that this order be posted at the Navarro County Courthouse, the Navarro County website, and sent to all parties and counsel.

Ordered the 3<sup>rd</sup> day of May 2021 at 11:29 AM.



James Lagomarsino  
District Judge / Local Administrative Judge

