

NAVARRO COUNTY



MELISSA BUTLER
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JUDGE, 13TH JUDICIAL DISTRICT COURT
NAVARRO COUNTY COURTHOUSE
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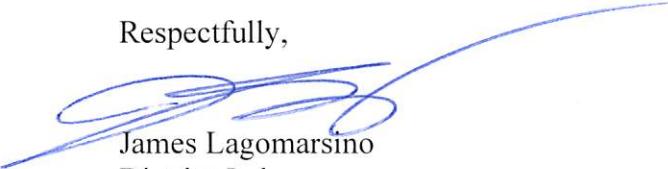
March 24, 2020

RE: COVID-19 ORDER #7 (ADMINISTRATIVE ORDER REGARDING REMOTE
HEARINGS)

Dear Counsel and Litigants:

Please find attached the above-referenced order. The Court orders that this letter and attached order be posted at the Navarro County Courthouse, the Navarro County website, and sent to all parties and counsel.

Respectfully,



James Lagomarsino
District Judge

IN RE: COVID-19

§ IN THE DISTRICT COURT OF
§ NAVARRO COUNTY, TEXAS
§ 13TH JUDICIAL DISTRICT

COVID-19 ORDER #7 (ADMINISTRATIVE ORDER REGARDING REMOTE HEARINGS)

Based on all emergency orders issued by the Supreme Court and the Court of Criminal Appeals, the Declaration of the Governor of the State of Texas, recommendations from the Centers for Disease Control and Prevention, the Office of Court Administration, the March 18, 2020 Navarro County Disaster Declaration, the March 23, 2020 State of Disaster Declaration issued by the Mayor of the City of Corsicana, the March 24, 2020 Amended Order of Judge H.M. Davenport, Jr., and pursuant to the inherent powers of this Court, this Administrative Order is promulgated to protect the parties, attorneys, witnesses, staff, the community, and all others who come before this Court.

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

PROCEDURES FOR LITIGANTS AND ATTORNEYS:

Litigants and attorneys shall appear by video conferencing. The 13th 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@navarrocountr.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 you intend to offer any exhibits during the hearing you need to email them to all parties, the court reporter (lkirk@navarrocountr.org) and the Court Coordinator (lkirk@navarrocountr.org) not later than 12:00 p.m. the day before the hearing. The subject of the email should be the full cause number and “ – Plaintiff Exhibits” (or cause number “ – Defendant Exhibits”). The documents must be in .pdf format. In addition, the exhibit sticker shall be placed on the front of the document you are intending to offer. Any exhibits not in compliance will not be accepted or considered. The Court cannot consider any exhibits not emailed to the court reporter in a timely manner. If you fail to follow this requirement, the court reporter will not maintain these documents in the record. Documents which have been e-filed and accepted into the Courts file need not be re-sent to the Court.

PROCEDURES FOR WITNESSES:

Witnesses shall appear by video conferencing. 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@navarrocountr.org) to get access codes to hearings. 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 24th day of March 2020 at 11:30 AM.



James Lagomarsino
District Judge