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COOKE COUNTY, TEXAS

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**235TH JUDICIAL DISTRICT
COOKE COUNTY, TEXAS**
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235TH DISTRICT COURT RULES FOR REMOTE PROCEEDINGS IN ESSENTIAL HEARINGS

March 25, 2020

Pursuant to the *Temporary Guidelines* issued by this Court on March 20, 2020, "Essential Court Matters" will proceed by remote appearance.

The 235th District Court will be using Zoom video conferencing for essential hearings. You may access Zoom via www.zoom.us or you can download the app directly to your smartphone or tablet. Your phone or computer must have internet access, a video camera and a microphone, preferably by way of a headset to minimize outside noise. If a party can only participate via telephone, they need to notify the court of that limitation. Video participation is preferred.

Court Decorum

Online Courtrooms are still Courtrooms! Online court proceedings should be treated with the same respect and gravity as those which occur in the actual physical courtroom. Please dress in a manner that would be appropriate for appearance in a physical courtroom. Attempt to minimize as many outside distractions as possible during the time of the hearing. These hearings will be recorded, and they will be livestreamed to the Court's YouTube channel.

If you have not previously participated in Zoom, please become familiar with its functioning prior to your hearing.

Procedure for Essential Criminal Pleas

The District Attorney's Office will send the plea paperwork to the Defense Attorney via email at least one day prior to the scheduled plea. The Defense Attorney will take the paperwork to the jail, go over the paperwork with the defendant, secure the defendant's signature where required and have a jailer fingerprint the defendant where indicated on the Judgment. The Defense Attorney must E-File the completed paperwork with the District Clerk's Office at least one hour prior to the scheduled plea for the Court's review. At the time of the scheduled plea, the Court will video conference the Defense Attorney with their client at the jail, the Assistant District Attorney and the District Clerk.

Procedure for Essential Civil Proceedings

Instructions for video conferencing in essential civil proceedings including the handling of exhibits, witnesses and the witness rule will be addressed at a later date.

For the Public

THE UNITED STATES CONSTITUTION AND THE TEXAS CONSTITUTION REQUIRE COURT PROCEEDINGS BE OPEN TO THE PUBLIC. AS SUCH, ALL COURT PROCEEDINGS WHICH ARE CONDUCTED VIA ZOOM CONFERENCE WILL BE LIVESTREAMED ON THE COURT'S YOUTUBE CHANNEL WHICH MAY BE ACCESSED AT THE FOLLOWING LINK:
https://www.youtube.com/channel/UCj_AypbgOBR0JE2YlyoRSEQ

AS WITH ANY IN PERSON COURT PROCEEDING, THE PUBLIC MAY VIEW OR LISTEN TO PROCEEDINGS BUT **VIDEO OR AUDIO RECORDING IS PROHIBITED**. FAILURE TO ABIDE BY THIS DIRECTIVE MAY RESULT IN CONTEMPT OF COURT PROCEEDINGS.

SIGNED on 3/25/2020


Janelle M. Haverkamp
235th District Judge

JMH/tp