



301st Judicial District Court
Judge Mary Brown, District Judge
Judge Drew Ten Eyck, Associate Judge

600 Commerce Street
Dallas, Texas 75202
214-653-7385

PROCEDURES DURING COVID 19

GETTING ORDERS SIGNED

The Court is waiving prove ups of final orders as long as an affidavit of testimony is on file. You must efile an affidavit of testimony, the Austin form and the final orders. For defaults, please also efile the Certificate of Last Known Address, Affidavit of Non-Military Status. Once you receive confirmation that it has been accepted for filing by the District Clerk, send an email to the Court Coordinator (cnicholson@dallascounty.org) with the orders attached in PDF format and it will be placed on the Submission Docket.

All other orders may also be emailed to the Court Coordinator (cnicholson@dallascounty.org) for submission.

Ex Parte orders

Efile the motion and proposed order along with a Certificate of Conference for Ex Parte Matters

Option 1:

Email the Court Coordinator (cnicholson@dallascounty.org) and copy opposing counsel/pro se where appropriate. Attach the motion, proposed order and Certificate of Conference for Ex Parte Matters to the email. Provide a telephone number.

The Court Coordinator will confirm a time that a judge will consider the motion by telephone or notify you that it will be considered by submission only.

Option 2:

Go to the courthouse in person to the Associate Judge on duty. The 2020 schedule is posted outside the courtroom and is also attached.

Child Support Account forms can be emailed to childsup@dallascounty.org

Family Court Services orders can be emailed to Destini.McInnis@dallascounty.org

SETTING HEARINGS

Setting hearings on Judge Brown's docket:

Email the Court Coordinator (cnicholson@dallascounty.org) and copy opposing counsel/pro se for available dates. The subject line of the email must include the cause number.

Zoom invites will go out the week before the docket to all counsel/pro se with email addresses on file. If you do not receive a Zoom invite by the close of business Thursday for a hearing the following week, email the Court Coordinator (cnicholson@dallascounty.org)

Setting hearings on Judge Ten Eyck's docket

Call the Clerk at 214-653-7385 to set your hearing. Each case is set at a specific time – there are no general dockets. If you settle your case or have an agreement to cancel the hearing, contact the Clerk immediately so another case can have your time slot.

Zoom invites will go out the week before the docket to all counsel/pro se with email addresses on file. If you do not receive a Zoom invite by the close of business Thursday for a hearing the following week, email the Court Coordinator (cnicholson@dallascounty.org)

Notice of Hearing for hearings by Zoom

Zoom meeting ID's are available for all dockets through the end of 2020. Ask the Clerk or Coordinator for the meeting ID when setting your hearing so you can include it in the notice.

HEARINGS IN-PERSON VS. HEARINGS BY ZOOM

Based upon guidance from the Office of Court Administration, the Texas Supreme Court and Dallas County officials, Judge Brown and Judge Ten Eyck encourage everyone to have hearings by Zoom. There are some hearings that will only be by Zoom for the foreseeable future. The option to appear in person may be available for some hearings but you must have approval from the Court. Per the Seventeenth Emergency Order Regarding the Covid-19 State of Disaster issued by the Texas Supreme Court, the Court will not require anyone to appear in person. **If you wish to appear in person, you must email the Court Coordinator (cnicholson@dallascounty.org) a minimum of 3 business days before the hearing and you must copy the other side so the Court can make appropriate arrangements. You may not appear in person without Court approval.**

Judge Brown's docket:

All pretrial hearings with Judge Brown will be by Zoom.

All dismissal hearings will be by submission only - email cnicholson@dallascounty.org

All motion hearings and conferences will be by Zoom.

All 8.02 entry hearings will be by submission or by Zoom.

All prove ups will be by submission only – email cnicholson@dallascounty.org

Trials and contempt hearings may be by Zoom or may be in-person with approval. **If you wish to appear in person, you must email the Court Coordinator**

(cnicholson@dallascounty.org) a minimum of 3 business days before the hearing and you must copy the other side.

Judge Ten Eyck's docket:

All ancillary motions (discovery motions, etc) will be by Zoom.

Temporary orders, TRO's, and protective order hearings may be by Zoom or may be in-person with approval. **If you wish to appear in person, you must email the Court Coordinator (cnicholson@dallascounty.org) a minimum of 3 business days before the hearing and you must copy the other side.**

ZOOM PROCEDURES

Zoom is free to download at www.zoom.us or you can download the app directly to your cell phone or tablet. At the end of this document, there are instructions on how to join a zoom hearing from your phone using the Zoom app in both English and Spanish.

Your computer must have internet access, a video camera and a microphone preferably by the way of a headset. You may appear using a smart phone using the Zoom app which is free to download. If you do not have a computer or a smart phone, you may still appear by audio by calling the phone number on the Zoom invite.

To preserve the record, everyone should be appearing in a separate location with a separate connection. Witnesses under the rule can be placed in the waiting room or a breakout room until they are called to testify.

BEFORE THE HEARING

If you intend to offer any exhibits during the hearing, you should email them to the Court and all counsel/pro se two business days before the hearing per the instructions below. This allows the Court Reporter time to organize the exhibits so they are ready to be admitted at the hearing.

The subject of the email should be "*full cause number* - Mother's/Wife's Exhibits ____" or "*full cause number* – Father's/Husband's Exhibits____". The exhibits must be premarked/saved by exhibit number in PDF or MP3 format. The maximum file size per email is 20MB.

For hearings before Judge Brown, email them to sbeheler@dallascounty.org

For hearings before Judge Ten Eyck, email them to dc301@dallascounty.org

The Court may not be able to consider any exhibits not emailed in a timely manner. If you fail to follow this requirement, the Court Reporter will not maintain these documents in the record.

If you have hired an interpreter for the hearing, notify the Court the week before the hearing so the interpreter function can be enabled for the hearing. This function has to be set up prior to the start of the hearing and allows simultaneous interpretation.

Do a dry run with everyone and their connection. Make sure they have audio and video set up and are comfortable with using it. Choose a location that has adequate lighting and

is away from other noise and distractions. Attorneys and clients should not be sharing the same laptop or other device. The sound quality is often poor which makes the record of the proceedings poor. In addition, the Court cannot see everyone clearly if they are not directly in front of the camera. Everyone should be in a different room with their own connection.

THE DAY OF THE HEARING

As you join the meeting with the meeting ID, make sure your Zoom name is your correct name. Some people have personal accounts or shared accounts and the name on the account might not be one the Court recognizes or might simply be iPhone. Once you join the meeting, you cannot change your name. For large dockets such as the pretrial docket, the Court will bring each case in one at a time so it is important we can easily identify you by name. If another attorney is appearing for the attorney of record, inform the Court Administrator or they may not be admitted to correct hearing.

Make sure you click on Join with Video and Join with Audio. As you enter the meeting, you will automatically be on mute. You will need to unmute yourself. Unless you are speaking, you should stay on mute so any background noise does not interfere with the making of a record or the ability of the Court to hear everyone.

Zoom proceedings are actual court proceedings conducted in a virtual courtroom. Hearings will be live streamed to the public, so participants must treat Zoom proceedings with the same respect as in-person court proceedings. All of the usual in-person courtroom decorum, demeanor and dress code rules apply. The live feed will be removed from public view once the hearing is completed.

You should have all of your exhibits ready on your computer. If you have properly submitted them, everyone will have all of your exhibits. In the event there is a question or you want to be able to point to something specific, the Court can enable you to share your screen and show the exhibit from your computer.

DURING THE HEARING

As you enter the meeting, you will automatically be on mute. You will need to unmute yourself. If you are not the one testifying or questioning a witness, leave yourself muted so any background noise does not interfere with the making of a record or the ability of the Court to hear everyone.

If you were watching the livestream on the YouTube channel prior to entering the courtroom, you will have to turn that off otherwise there will be significant interference with your audio connection.

If you want the Court Reporter to make a record, only one person can talk at a time. There can be a slight lag time on the audio on Zoom so everyone should pause before speaking to allow the Court Reporter to hear the complete question and the complete answer.

If you have a legal objection, raise your hand and state your legal objection. During an in-person hearing, you would normally stand to make your objection. The motion of

raising your hand will help alert everyone to stop. Please advise your client and your witnesses to watch for this motion from you and opposing counsel and to stop so the Court can rule on the objection.

If requested, counsel and parties may be moved by the Court into a Breakout Room for private conferences, settlement discussions, etc. Breakout Room discussions are not recorded or live streamed and only persons in the Breakout Room are able to hear the discussion.

PROCEDURES FOR WITNESSES

Witnesses MUST appear by video. The attorney/pro se calling the witness is responsible for ensuring that the witness has a separate video and audio feed. No one should attempt to “share” a connection with a witness. Everyone should be in a separate location with a separate connection so that a witness placed under the rule can be placed in the waiting room. It is the responsibility of the attorney/pro se 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 ACCESS TO COURT PROCEEDINGS. BE AWARE THAT VIDEO OR AUDIO RECORDING IS PROHIBITED. ANY RECORDING OF THE HEARINGS BY AUDIO OR VIDEO, BY ANY PARTY, ATTORNEY, WITNESS, OR THIRD PARTY IS STRICTLY PROHIBITED DUE IN PART TO THE NATURE OF FAMILY LAW PROCEEDINGS. THIS IS TO PROTECT THE SAFETY AND WELFARE OF THE CHILDREN AND PROTECTED HIPPA INFORMATION. WITNESSES PLACED UNDER THE RULE ARE PROHIBITED FROM VIEWING THE PROCEEDING ON YOUTUBE UNTIL THEY HAVE BEEN RELEASED FROM THE RULE BY THE COURT. VIOLATORS MAY BE HELD IN CONTEMPT OF COURT.

YouTube channels:

Judge Mary Brown

<https://www.youtube.com/channel/UCJBfFlN44h1R7NXfk9pJpFw>

Judge Drew Ten Eyck

<https://www.youtube.com/channel/UCvZk-RAOuCFazRsIc1TKcbw>

**HOW TO JOIN A ZOOM HEARING FROM YOUR PHONE APP
CÓMO ENTRAR A UNA AUDIENCIA EN ZOOM CON LA
APLICACIÓN EN SU TELÉFONO CELULAR**

- Open the Zoom App and select “Join a Meeting”
- Abra la aplicación Zoom en su teléfono y seleccione “Entrar a una reunión” (en inglés “*Join a Meeting*”).

- 1. Enter your meeting ID.
- 1. Ingrese su número ID de la reunión.

- 2. Enter your full legal name - no nicknames, no phone models.
- 2. Ingrese su nombre legal completo – sin apodos, sin modelo de teléfono celular.

- 3. Leave the settings as you see them on the screen.
- 3. Deje la configuración como la ve en la pantalla.

- 4. Press “Join a Meeting.”
- 4. Pulse “Entrar a una reunión” (en inglés *Join a Meeting*)

- Select to enter with or without video.
- Seleccione entrar a la reunión con o sin video.

- Select “Call using Internet Audio.”
- Seleccione “Marcar con audio de internet”.

- Remain in the waiting room until you are granted entry by the **judge**.
- Permanezca en la sala de espera hasta que el **juez** le conceda la entrada.

Copy editing and proofreading
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Access Department

Texas Office of Court Administration

05/05/2020

Associate Judge Rotation Schedule

The AJ's are available for any walk-in's such as ex parte protective orders, tro's and writs. Please note that the schedule can change at any time.

21-Sep Judge Beauchamp 255th Associate Judge	22-Sep Judge Ten Eyck 301st Associate Judge	23-Sep Judge Jean Lee 302nd Associate Judge	24-Sep Judge Diaz 330th Associate Judge	25-Sep Judge Regina Moore 254th Associate Judge
28-Sep Judge Beauchamp 255th Associate Judge	29-Sep Judge Ten Eyck 301st Associate Judge	30-Sep Judge Jean Lee 302nd Associate Judge	1-Oct Judge Olvera 303rd Associate Judge	2-Oct Judge Turner 254th Associate Judge
5-Oct Judge Beauchamp 255th Associate Judge	6-Oct Judge Ten Eyck 301st Associate Judge	7-Oct Judge Jean Lee 302nd Associate Judge	8-Oct Judge Diaz 330th Associate Judge	9-Oct Judge Regina Moore 254th Associate Judge
12-Oct Judge Beauchamp 255th Associate Judge	13-Oct Judge Ten Eyck 301st Associate Judge	14-Oct Judge Jean Lee 302nd Associate Judge	15-Oct Judge Olvera 303rd Associate Judge	16-Oct Judge Turner 254th Associate Judge
19-Oct Judge Beauchamp 255th Associate Judge	20-Oct Judge Ten Eyck 301st Associate Judge	21-Oct Judge Jean Lee 302nd Associate Judge	22-Oct Judge Diaz 330th Associate Judge	23-Oct Judge Regina Moore 254th Associate Judge
26-Oct Judge Beauchamp 255th Associate Judge	27-Oct Judge Ten Eyck 301st Associate Judge	28-Oct Judge Jean Lee 302nd Associate Judge	29-Oct Judge Olvera 303rd Associate Judge	30-Oct Judge Turner 254th Associate Judge
2-Nov Judge Beauchamp 255th Associate Judge	3-Nov Judge Ten Eyck 301st Associate Judge	4-Nov Judge Jean Lee 302nd Associate Judge	5-Nov Judge Diaz 330th Associate Judge	6-Nov Judge Regina Moore 254th Associate Judge

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23-Nov Judge Beauchamp 255th Associate Judge	24-Nov Judge Ten Eyck 301st Associate Judge	25-Nov Judge Jean Lee 302nd Associate Judge	THANKSGIVING HOLIDAYS	
30-Nov Judge Beauchamp 255th Associate Judge	1-Dec Judge Ten Eyck 301st Associate Judge	2-Dec Judge Jean Lee 302nd Associate Judge	3-Dec Judge Olvera 303rd Associate Judge	4-Dec Judge Turner 254th Associate Judge
7-Dec Judge Beauchamp 255th Associate Judge	8-Dec Judge Ten Eyck 301st Associate Judge	9-Dec Judge Jean Lee 302nd Associate Judge	10-Dec Judge Diaz 330th Associate Judge	11-Dec Judge Regina Moore 254th Associate Judge
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21-Dec Judge Beauchamp 255th Associate Judge	22-Dec Judge Ten Eyck 301st Associate Judge	23-Dec Judge Jean Lee 302nd Associate Judge	CHRISTMAS HOLIDAYS	
28-Dec Judge Beauchamp 255th Associate Judge	29-Dec Judge Ten Eyck 301st Associate Judge	30-Dec Judge Jean Lee 302nd Associate Judge	31-Dec Judge Diaz 330th Associate Judge	1-Jan NEW YEAR'S DAY