

Mary Brown
District Judge



Catherine Nicholson
Court Coordinator

Drew Ten Eyck
Associate Judge

Shantel Beheler
Court Reporter

301st JUDICIAL DISTRICT COURT

600 COMMERCE STREET
DALLAS, TEXAS 75202
214.653.7407

PROCEDURES DURING COVID 19

GETTING ORDERS SIGNED

The Court will only sign agreed orders or if there is a waiver on file that waives notice. No default orders will be signed at this time unless it is an emergency. You will have to offer proof to the Court of the nature of the emergency.

Agreed orders on modifications, or on cases that have already been proved up, may be emailed to the Court Coordinator (cnicholson@dallascounty.org)

If a prove up is required, you must efile an affidavit of testimony, the Austin form and the final orders. Once you received confirmation that it has been accepted, send an email to the Court Coordinator (cnicholson@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.
- Once you have a setting, the Court Coordinator will provide you with the remote appearance instructions.

Setting hearings on Judge Ten Eyck's docket

- Call the Clerk at 214-653-7385 to set your hearing
- Once you have a setting, email the Court Coordinator (cnicholson@dallascounty.org) and copy opposing counsel/pro se to obtain the remote appearance instructions. The subject line of the email must include the cause number.

Submitting an ex parte order

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

RULES FOR REMOTE APPEARANCES

PROCEDURES FOR LITIGANTS:

The 301st 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. The Court Coordinator will email you a link to the hearing. Your computer must have internet access, a video camera and a microphone preferably by the way of a headset. If you do not have a computer, you may still appear by audio.

If you intend to offer any exhibits during the hearing you need to email them to all parties no later than noon the day before the hearing.

For hearings before Judge Brown, email them to the Court Reporter (sbeheler@dallascounty.org) no later than noon the day before the hearing. The subject of the email should be “*full cause number - Petitioner’s Exhibits*” or “*full cause number - Respondent’s Exhibits*”. The exhibits must be in PDF or MP3 format.

For hearings before Judge Ten Eyck, email them to Judge Ten Eyck (drew.teneyck@dallascounty.org). Your email may not contain any ex parte information or it will be rejected. The subject of the email should be “*full cause number - Petitioner’s Exhibits*” or “*full cause number - Respondent’s Exhibits*”. The exhibits must be in PDF or MP3 format.

The Court cannot 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.

PROCEDURES FOR WITNESSES:

Witnesses **MUST** 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. It is the responsibility of the attorney offering the witness or 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. AS SUCH ANYONE MAY EMAIL THE COURT COORDINATOR TO GET ACCESS CODES TO HEARINGS. IF YOU ARE VIEWING, PLEASE MUTE YOUR CONNECTION TO PREVENT DISRUPTION TO THE 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.