

**IN THE DALLAS COUNTY COURT AT LAW NO. 4**

**AMENDED ORDER: EMERGENCY STANDING ORDER IN RESPONSE TO NOVEL CORONAVIRUS (COVID-19)**

Pursuant to the disaster declarations of President Donald J. Trump, Governor Greg Abbott, County Judge Clay Jenkins, Mayor Eric Johnson, and the Supreme Court of Texas and the Court of Criminal Appeals of Texas, this Court finds that it is necessary to implement temporary procedures to minimize the risk of exposure to the novel coronavirus.

ON THIS DAY, April 2<sup>ND</sup>, 2020, in the best interest of public health and safety, this court enters the following Emergency Standing Order related to proceedings occurring from its effective date throughout the duration of the Public Health Emergency. This Order is effective as of the date of execution and amends this Court's Temporary Order entered on March 16, 2020.

This order is consistent with the Dallas County Courts at Law joint order and seeks only to clarify processes for County Court at Law No. 4 ("CCL4").

**FORCIBLE ENTRY & DETAINER**

All trials are cancelled until 30-days after the Governor lifts the State of Disaster Declaration. We will notify you as soon as possible with updates. Court Coordinator, Cathy Moran, will send new trial notices.

**TRIALS**

All trials are cancelled through May 8, 2020. Court Coordinator, Cathy Moran, will send new trial notices.

If you have a special setting, please work with her via email to obtain a new date after May 8, 2020.

**MOTIONS CURRENTLY AND PROSPECTIVELY SET FOR A HEARING**

Please be aware that the County Clerk is operating with a skeleton crew and CCL4 does not have dedicated clerks. While the clerks are still receiving and accepting filings, only urgent essential matters as defined by the County Courts at Law joint order can be docketed for a hearing by clerks at this time.

Motions which were set on the docket between March 16, 2020 and May 8, 2020 will be determined based upon submission of written pleadings and responses from the parties, without oral argument. CCL4's existing policy requiring filings of any responsive pleading or objection by any date certain prior thereto remains in full force and effect.

Effective immediately (until CCL4 receives dedicated clerks to help), requests for telephonic Oral Argument must be made to the Court via submission to the Court Coordinator at [Cathy.Moran@DallasCounty.org](mailto:Cathy.Moran@DallasCounty.org). All parties must be contemporaneously copied on that email. The Court may grant said request upon showing of good cause. If such a request for telephonic hearing is granted, the Coordinator will provide the requesting party with a hearing date and time.

CCL4 uses Microsoft Team to conduct telephonic hearings. Parties with a Microsoft Team license are encouraged to join with the video feature enabled.

The *party who obtained leave of Court* for Oral Argument must:

1. Immediately eFile and serve a Notice of Hearing to all parties.

2. No less than 48 hours in advance of said hearing, email the Court Reporter at [Coral.Wahlen@dallascounty.org](mailto:Coral.Wahlen@dallascounty.org) and Coordinator the email address of ALL attorneys (or self represented parties), witnesses and others who may be participating in said proceeding so that information regarding any access code and other pertinent information necessary to conduct the remote connection may be effectuated.
3. No less than 12 hours in advance of said hearing, any party needing to admit either exhibits or evidence must email the Court Reporter in PDF format in advance of the hearing already pre-marked with exhibit stickers and chronologically numbered for ease of reference (and directing a witness's attention) during telephonic proceedings. The pages of each exhibit, deposition, declaration of other proffered evidence must be sequentially numbered for ease of reference. Copies must be contemporaneously be directed to all parties.

/!\ The attorneys and parties are directed to collaborate and transmit to the Court Reporter the required information in a single submission with a copy to all counsel of record and self-represented parties.

Private recording of any Court proceeding remains expressly prohibited without prior consent of the Court.

Consistent with the State policy of open courts, any member of the public wishing to listen to any telephonically conducted proceeding may gain access to the same by contacting the Court Coordinator for dial-in and access code information.

#### **MSJs**

Motions for summary judgment and responses must have all exhibits marked with an exhibit sticker. The Court may contact the parties for additional briefing.

#### **Agreed Motions**

Movant Party must email the signed agreed motion and proposed order to the Court Coordinator at [Cathy.Moran@DallasCounty.org](mailto:Cathy.Moran@DallasCounty.org).

#### **DEPOSITIONS**

1. Any Deposition may be noticed to proceed technologically and remotely. Said Notice must specifically advise of the location of the prospective Witness and the Court Reporter. It must also advise all counsel of record and any other persons of the ability to participate remotely.
2. Any notice must include the telephone number or other technological platform identification, access codes or other pertinent information to effectuate access to the proceedings by an y interested individual or entity.
3. The desire of a party to appear in person or an objection relating to the location of the prospective Witness or Court Reporter for the purposes of taking said deposition must not alone be sufficient grounds to quash a deposition notice.
4. Any party filing a Motion to Quash a deposition pursuant to Tex. R. Civ. P. 199.4 in a manner to cause the immediate canceling of said deposition is responsible for ensuring that a hearing is calendared at the Court's earliest convenience.

**DISMISSAL DOCKET**

Call Court Coordinator with questions.

**MEDIATION**

The requirement of this Court that all parties and counsel must appear for mediation in person is hereby suspended during the pendency of the Governor's declaration of a Public Health Emergency. While the Order requiring mediation remains in effect, any Party may choose to appear at a Mediation via telephonic or other technological means. However, any party or counsel participating remotely MUST remain present for the entirety of the mediation process.

It is so ORDERED

Signed this \_\_2nd\_\_ day of April, 2020.

*/s/ Paula M. Rosales* \_\_\_\_\_  
The Hon. Paula M. Rosales  
Presiding Judge, County Court at Law No. 4