

Alternatives to In-Person Hearings – 18th District Court (revised 03-16-2023)

Motions and hearings may proceed in a number of ways: **(1) Agreed Orders; (2) Telephone hearings; (3) Electronic hearings using “Zoom Cloud Meetings”; and (4) by Submission.**

If there is a conflict prohibiting an in person hearing for some or all parties, please confer with all parties to determine whether you would (1) like to proceed by one of the alternative methods, or (2) prefer to reschedule an in-person hearing after restrictions or other complications are removed. If you would like to schedule a hearing by alternative means, please contact Teresa Steed at 817-556-6193.

AGREED ORDERS: If you can work out an agreement, you may e-file an Agreed Order signed by all parties and attorneys, for the Judge’s consideration. If the order is not approved, you will be notified and may schedule by another method. No prove-up hearing will be required and it would be rare for an agreement not to be approved.

TELEPHONE HEARINGS: Telephone hearings are only available for hearings involving four (4) or fewer participants, and are not recommended for document heavy or hotly contested matters.

SUBMISSION: The Court will also consider motions by submission, if the parties agree to proceed in that manner. Please e-file an agreed submission schedule.

ZOOM HEARINGS: “Zoom Open Meetings” is a free program that may be downloaded to phones, pads, and/or computers and offers both audio and video capabilities, private breakout rooms for conferences, and the ability to display documents for review.

For Zoom hearings, you will receive an email with both (1) a link, and (2) a meeting number. You may (1) click on the link to be placed in the meeting (you may be asked to “Run” the program); or (2) open your Zoom app/program and type in the meeting number and **your name** for reference.

Before joining a meeting, please be sure the **camera and microphone** you intend to use are working and turned on. For cell phones, you will need to locate the prompt to start video and microphone (join with audio).

Upon entering the meeting, you will be placed in a waiting room. When the Court is ready to proceed, you will be admitted.

Zoom hearings are available to the public in the Courtroom.