

## 360th Guidelines

### Concerning Notice of Proceedings

#### **Evidence may only be submitted in open court after both sides have had appropriate notice of Court Proceedings.**

The following language should be used to comport with 21d, in addition to such information as we may add to our respective web pages:

“Each party to this action hereby is notified that evidence shall be submitted to the Court in accordance with the Texas Rules of Evidence.”

The Court’s bailiffs are the “designated persons” for the purposes of 21d.

The following is for the 360th only until we all can agree on a common form.

The language contained herein is not mandatory for the 360th, however, you need to consider including the following language in your Notice of Proceedings. While this notice contains policies for remote proceedings, **all hearings are in person unless extraordinary circumstances exist and the rules for requesting a remote proceeding are followed.**

Please note that these guidelines are for efficiency, especially in remote proceedings. Not following these guidelines is not an independent ground for exclusion of evidence. You may make tactical determinations about exchanging evidence unless discovery rules require such an exchange.

It is important that you present audio/video evidence in MP3/MP4 formatting. The judges don’t have the capability of opening files such as .mov on our county computers. I have included this in my Notice of Proceedings.

Please consider the type of hearing. If it is non-evidentiary, then you may not want to put language about presenting evidence. Please do not put the information about remote proceedings in an in-person hearing.

#### **I. For all proceedings, please consider the following language:**

This case is set for \_\_\_\_\_ on  
\_\_\_\_\_ at \_\_\_\_\_ .m. in the 360th  
Associate/District Court on the 4th Floor of 200 E. Weatherford Street, Fort Worth,  
Texas.

If you are having issues the day of the hearing, you should call the following designated person; however, this does not excuse your appearance unless the judge excuses your appearance:

Associate Judge's Bailiff: (817) 884 - 2720

District Judge's Bailiff: (817) 884 – 2708

FAILURE TO APPEAR MAY RESULT IN A DEFAULT JUDGMENT OR  
DISMISSAL OF THIS CASE FOR WANT OF PROSECUTION.

**II. For all evidentiary hearings, please consider the following language in addition to the language above:**

Each party to this action hereby is notified that evidence shall be submitted to the Court in accordance with the Texas Rules of Evidence. All exhibits shall be marked by exhibit number. Attorneys and self-represented litigants shall provide a copy of each exhibit to each party, the amicus/ad litem attorney, and the Court's court reporter. An extra copy may be provided to the Court. In complex property cases, a spreadsheet of assets should be provided to the Court in Excel format.

Audio exhibits must be in MP3 formatting. Video exhibits must be in MP4 formatting. Other formats such as .mov must be converted before entering the exhibit into the record. Audio/video files must not exceed 5 GB.

**III. For hybrid proceedings you should consider adding the following language (hybrid hearings are only allowed under extraordinary circumstances):**

Only those witnesses listed herein shall appear via Zoom ID# \_\_\_\_\_

The following witnesses will appear remotely. Everyone else must appear in person, absent a written agreement by the parties and the Court:

\_\_\_\_\_  
\_\_\_\_\_

The documentary evidence (other than rebuttal evidence) that will need to be viewed by the remote witness(es) shall be submitted by email or other electronic means to the Court's court reporter and all other lead counsel or self-represented litigants not later than 10:00 a.m. on the business day immediately preceding. Each computer file of a text document must be prepared in text-searchable Portable Document Format (PDF), compatible with the latest version of Adobe Reader. The computer file must not be password-protected, encrypted, or protected by rights management; however, information such as account numbers and Social Security numbers

should be redacted. Any scanned materials must be made searchable using optical-character-recognition software, such as Adobe Acrobat. File must not exceed 100 MB.

**IV. In the rare instance we have an evidentiary remote proceeding, you should consider the following language:**

This case is set for \_\_\_\_\_  
on \_\_\_\_\_ at \_\_\_\_\_ .m. in the 360th Associate/District Court via  
Zoom ID# \_\_\_\_\_. The hearing may be viewed in the open  
courtroom on the 4th Floor of 200 E. Weatherford Street, Fort Worth, Texas.

All documentary evidence (other than rebuttal evidence) shall be submitted by email or other electronic means to the Court's court reporter and all other lead counsel or self-represented litigants not later than 10:00 a.m. on the business day immediately preceding. Each computer file of a text document must be prepared in text-searchable Portable Document Format (PDF), compatible with the latest version of Adobe Reader. The computer file must not be password-protected, encrypted, or protected by rights management; however, information such as account numbers and Social Security numbers should be redacted. Any scanned materials must be made searchable using optical-character-recognition software, such as Adobe Acrobat.

File must not exceed 100 MB.