LOCAL RULE

COURT HEARINGS/TRIAL PROCEDURES,

EXHIBITS, WITNESSES, MOTIONS FOR CONTINUANCE AND

RETAIN REQUIREMENTS

JUSTICE COURT, PRECINT ONE

OF

TARRANT COUNTY, TEXAS

EFFECTIVE: AUGUST 4, 2022

LOCAL RULE: COURT HEARINGS/TRIAL PROCEDURES, EXHIBITS, WITNESSES, MOTIONS FOR CONTINUANCE AND RETAIN REQUIREMENTS

TARRANT COUNTY JUSTICE COURT, PRECINCT ONE

The following restrictions and limitations will apply to any E-Court Hearings/Trials. In some instances, a case is not appropriate for a remote hearing; therefore, those cases will be postponed and rescheduled accordingly.

PROCEDURES FOR E-COURT *AND IN-PERSON* HEARINGS/TRIALS

If your case is scheduled via Zoom video conferencing. It is free to download at zoom.us or you can download the app directly to your smart phone. To participate, the Court must have your e-mail address **no later than 12-noon,** the last business day before the hearing. An E-Court Hearing/Trial requires that your e-mail address be shared with the other party. This is to facilitate sharing of exhibits prior to hearing/trials. Your computer must have internet access, a video camera, and a microphone. You can find your log-in information in the attached setting letter or e-mail.

Exhibits must be e-mailed to all parties and E-Filed to the Court by no later than **3 business days** before the Hearing/Trial. Any objections to exhibits will be addressed by the Court at Hearing/Trial.

- *You can e-file your documents by following the link below.* https://efile.txcourts.gov/ofsweb?linklocation=file%20your%20case%20online&linkname=efiletexas
- The documents must be legible and in .pdf format.

The Court may not consider any exhibits not filed with the Court in a timely manner. If you fail to follow the exhibit requirement these exhibits may not be admitted into evidence during E-Hearing/E-Trial.

Witnesses MUST appear by video conferencing. Parties calling a witness are responsible for ensuring that a witness has a separate video and audio feed, or all those present are clearly visible and can be heard if the video feed is shared. All witnesses should be prepared to present a valid form of identification to verify their identity to the Court over the video feed. It is the responsibility of the party 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.

Motions for continuance or Retains should be filed by e-file **no later than three business days** before your scheduled trial date and must be in writing, served on the opposing party, and may be granted or denied at the discretion of the court. **The Court will not consider motions for continuances or retains submitted with less than 24 hours (one business day) notice from the**

commencement of your scheduled hearing/trial. All parties must adhere to the 3-day before the scheduled hearing/trial date rule.

Prior to your court date, you may want to familiarize yourself with any applicable laws and rules applicable to justice courts as well as "local rules of the court" for justice courts in Tarrant County which can be found at http://www.tarrantcounty.com/en/justice-of-the-peace-courts/justice-1.html

Attention to Non-English-speaking parties: If needed, it may by your responsibility to provide a certified interpreter.

FOR THE PUBLIC: The open courts provision of Texas law allows all Texans access to court proceedings. As such anyone may call the court at 817-884-1395 to get access codes to E-Hearing/E-Trial. If you are viewing, please mute your connection to prevent disruption to the proceedings. The public may view or listen to proceedings, but **video or audio recording of any kind is prohibited.**

ORDERED on this 4th day of August 2022.

Ralph Swearingin Jr.

JUDGE RALPH SWEARINGIN JR.
JUSTICE COURT, PRECINCT ONE
TARRANT COUNTY, TEXAS

JUSTICE COURT - PRECINCT 1
TARRANT COUNTY, TEXAS