

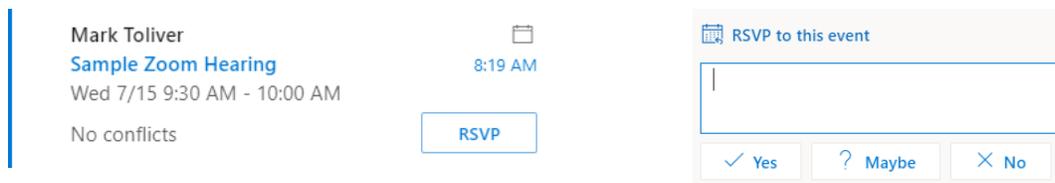


Probate Court No. 2
Virtual Hearing Instructions
Updated August 11, 2021

Setting a Virtual Hearing

To set a hearing with the Court, contact the Docket Coordinator, SaTavia Webb, by phone at 214-653-7138 or by email at probatecourt2@dallascounty.org. Once the hearing is set, e-file any proposed documents into the case at least two weeks before the hearing. If the proposed documents are not e-filed and accepted at least three days before the hearing, email the documents to the Court Staff Attorney, Ryan Trobee, at ryan.trobee@dallascounty.org.

Once the hearing has been set, a virtual hearing invitation and virtual hearing instructions will be sent at least three days before the hearing. Once a participant has received the virtual hearing invitation, click “Accept” or “RSVP” to confirm receipt of the invitation. Once accepted, the virtual hearing invite will disappear from a participant’s inbox and reappear on the participant’s calendar software.



Providing Notice of a Virtual Hearing

You may contact the Court at probatecourt2@dallascounty.org to obtain Zoom codes to notice all parties and witnesses of a virtual hearing. The hearing notice should contain the following language:

Example: This matter is set for hearing in Dallas County Probate Court 2 on [Month] [Day], 2021 at [Time] by Zoom video conference. To appear by video use the following link: <https://txcourts.zoom.us/j/96930223346?pwd=aTZlbHZVMk5ibjA4SDZDVEx4c2xidz09>. You may also download the free Zoom app or go to the Zoom website and enter Meeting ID 123 456 789 and Password 1234567.

Joining a Virtual Hearing

The Zoom invitation contains a link under “Join a Meeting” that enables the invitee to join the meeting.

Example:

Join Zoom Meeting

<https://txcourts.zoom.us/j/93213354687>

A participant may also join the hearing by accessing the Zoom app or website and entering the Meeting ID and Password provided in the invitation.

Example:

Meeting ID: 932 1335 4687

Password: 744465

Participants will wait in the waiting room until the Court is ready to start the hearing.

Participating in a Virtual Hearing

Once admitted to the hearing, the participant should:

- (1) Allow Zoom to **connect to video and audio**. Zoom will prompt the participant to “Join with Computer Audio.” Once allowed, you will be able to hear other participants in the meeting.

Join with Computer Audio

- (2) Once admitted, Zoom will automatically mute the participant’s audio. The participant should go to the lower left-hand corner of the screen and toggle the microphone to unmute their audio only when speaking.

- a. In the event the participant is unable to connect to the device’s audio, the participant may **call in** using the dial in numbers near the bottom of the Zoom invitation. When calling, the teleprompt will request the Meeting ID and password, i.e. the participant ID. Then, the participant will have to click “*6” in order to unmute the phone.

 Dial: +1 346 248 7799
+1 669 900 6833
+1 253 215 8782
+1 301 715 8592
+1 312 626 6799
+1 929 205 6099

Meeting ID: 932 1335 4687

Participant ID: **163299**

- (3) Allow the device to **use video**. Participants should appear in a well lit room, on a stationary device.

Participants will proceed through the hearing as if the hearing was in person in the courtroom. Proper courtroom decorum and proper courtroom attire is required at all times.

Procedures for Contested Virtual Hearings

In contested cases, all parties must agree to set a hearing on the virtual docket. Exhibits should be pre-marked and sent to all parties and the Court Reporter, Lisabeth Kellett, at Lisabeth.Kellett@dallascounty.org at least three days before the hearing. The Court reserves the

right to deny admission of the exhibits not received and exchanged with all interested parties at least three days before the hearing.

Parties must provide a hard copy exhibit binder to the Court for exhibits exceeding more than 20 pages. The hard copies should be delivered to the Court no later than three days before the scheduled hearing.

All witnesses testifying during the virtual hearing must testify in a room alone. Cellphones are not permitted during testimony. A witness may need to pan the room with the camera before testifying.

If you are calling a witness remotely, please make sure the witness has a copy of the exhibits at least three days before the hearing. You may also share your screen during the presentation of evidence, but this does not alleviate the need to exchange exhibits at least three days before the hearing. Attorneys are encouraged to meet and confer on the admissibility of exhibits when the exhibits are exchanged.

Special Instructions for Will and Heirship Prove-Ups

A notary is required for will-prove up and heirship virtual hearings. After the hearing is held, the Court will submit the Order Admitting the Will to Probate or Judgment Declaring Heirship to the Clerk each day. Parties will e-file the Proof of Death, Proof of Disinterested Witness, the Proof Addendum as to Qualifications and Independence, and the Oath all signed by the witness and a notary. The Court's staff will no longer hold the orders until the documents referenced above are signed by the witness(es). A notary is required to attend and participate in a virtual hearing when the testimony is reduced to writing and signed during the hearing. Please allow 48 hours after the hearing before e-filing signed hearing documents.

FOR THE PUBLIC

❖ VIDEO AND AUDIO RECORDING IS PROHIBITED

THE OPEN COURTS PROVISION OF TEXAS LAW ALLOWS ACCESS TO COURT 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. THIS IS TO PROTECT THE SAFETY AND WELFARE OF ALL PARTICIPANTS AND PROTECTED HIPPA INFORMATION. WITNESSES PLACED UNDER THE RULE ARE PROHIBITED FROM VIEWING THE PROCEEDING ON YOUTUBE UNTIL THEY HAVE BEEN RELEASED FROM THE RULE BY THE COURT. VIOLATORS MAY BE HELD IN CONTEMPT OF COURT.

- ❖ **If you would like to watch a live virtual hearing in Probate Court 2, you may access the hearings using the following YouTube channels:**

<https://www.youtube.com/channel/UCl6j5j5z5yE3ps5UFfy90Q>
<http://streams.txcourts.gov/>

- ❖ For questions regarding virtual hearings please contact the Court at 214-653-7138 or email probatecourt2@dallascounty.org and include “Virtual Hearing Question” in the subject line.