

**MISC. ORDER 2023-9003**  
**IN THE COUNTY COURT AT LAW NO. 3**

**STANDING ORDER FOR REMOTE TRIALS BEFORE THE COURT (TBC)**

1. Pursuant to Texas Rule of Judicial Administration 10 and Texas Rule of Civil Procedure 21d, Tarrant County Court at Law No. 3 will continue to conduct virtual trials before the Court (TBC) for the convenience of parties. By agreement of the parties or in particularly complex cases a TBC may be conducted in person. If a case is not appropriate for a remote TBC a party must file an objection more than seven (7) days before the TBC and obtain a hearing not less than three (3) business days before the TBC.
2. TBCs will be conducted using the Zoom application. It is free to download at [zoom.us](https://zoom.us). The Court Reporter or Coordinator will email a Zoom link to the proceeding. Your computer must have internet access, a video camera and (preferably) a headset with a microphone. An attorney intending to only participate with audio should contact the Court Reporter and Court Coordinator at least 48 hours before the proceeding. **Witnesses are strongly discouraged from participating only by telephone as it impairs the Courts ability to assess their credibility and demeanor.**
3. Ensure the Court Reporter ([SJKrieger@tarrantcountytx.gov](mailto:SJKrieger@tarrantcountytx.gov)) and Court Coordinator ([MWBlake@tarrantcountytx.gov](mailto:MWBlake@tarrantcountytx.gov)) have the email address immediately available to the attorney during the TBC not later than 4 p.m. the day before any proceeding. Because of the importance of the record the Court Reporter, Shari, will be the "host" of all TBCs.
4. Except as noted below Exhibits **must** be emailed to all parties, the Court Reporter (email above) and the judge ([MHrabal@tarrantcountytx.gov](mailto:MHrabal@tarrantcountytx.gov)) not later than 4 p.m. the day before the TBC. The subject of the mail should be the full cause number and " – Plaintiff Exhibits" (or cause number " – Defendant Exhibits"). The documents must be in .pdf format. The Court cannot consider any exhibits not emailed to the court reporter and judge in a timely manner. If you fail to follow this requirement the court reporter cannot maintain these documents in the record and they will not be available for any appellate record. Documents used for impeachment only should be emailed to opposing counsel, the court reporter and judge as soon as possible during the proceeding. They may be screen shared during the proceeding after review by the Court and opposing counsel. Cases for the judge's reference need not be e-filed with the Clerk but should be emailed to the judge not later than 4p.m. the day before the TBC.
5. Witnesses **must** appear by video conferencing unless by agreement or if alternate arrangements are made with the Court more than 24 hours before the trial. It is the responsibility of the attorney offering the witness to ensure that the witness has the technological ability to participate by video and that all exhibits are available to the witness, including those of opposing parties. Attorneys may share a connection with a witness but must not coach or communicate with the witness unless expressly indicating a *sotto voce* communication is taking place. All witnesses should be prepared to present a valid form of state issued identification to verify their identity to the Court over the video feed.

6. The Open Courts provision of the Texas Constitution allows all proceedings to be viewed by the public in open Court. Video or audio recording is prohibited by law. If a proceeding cannot be viewed on a computer in open court the Court proceedings may be viewed on YouTube through the link found on the Office of Court Administration website.
7. This Standing Order is effective May 1, 2023.

ADOPTED this 26 day of April, 2023.



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Mike Hrabal  
Judge, Tarrant County Court at Law No. 3