

**STANDING ORDER REGARDING APPROVED REMOTE
COURT PROCEEDINGS IN THE 418th DISTRICT COURT**

SEP 20 2023

Melisa Miller, District Clerk
Montgomery County, Texas
By *[Signature]* Deputy

The following provisions will apply for anyone approved by the court to participate remotely in a court proceeding by videoconference. In such circumstances, the 418th District Court will be utilizing Zoom video conferencing. Zoom video conferencing is free to download at www.zoom.us, or alternatively, the application may be downloaded directly to a smart phone. Parties, witnesses and attorneys participating in the hearing shall log into the hearing session at the scheduled date and time using the following link: <https://us02web.zoom.us/j/88137862834?pwd=Ylk0elBqejhvOE1yQW5wNm1YenJsZz09>. Meeting ID: 881 3786 2834. Passcode: 621294. In order for a person to participate in a court proceeding via video conferencing, his/her computer/device must have internet access, a video camera, and a microphone or a headset with a microphone. If a participant does not have such computer/device, he/she will be able to participate in the Zoom video conference via phone, having audio access only. Phone access information is as follows:

One tap mobile

+13462487799,,88137862834# US (Houston)
+12532158782,,88137862834# US (Tacoma)

Dial by your location

+1 346 248 7799 US (Houston)
+1 253 215 8782 US (Tacoma)
+1 669 900 9128 US (San Jose)
+1 646 558 8656 US (New York)
+1 301 715 8592 US (Washington D.C.)
+1 312 626 6799 US (Chicago)

Meeting ID: 881 3786 2834

Find your local number: <https://us02web.zoom.us/j/88137862834>

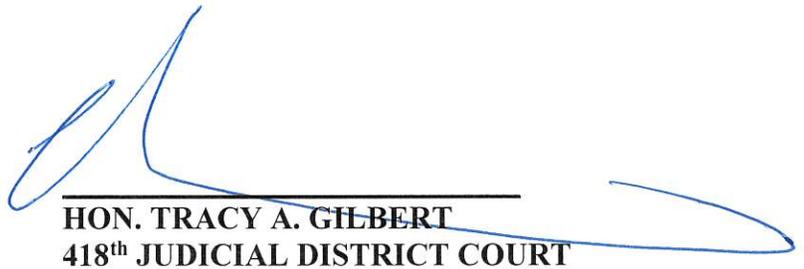
Standard rules concerning proper court decorum, demeanor and dress code shall apply to all such court proceedings. See the 418th District Court – Courtroom Rules available on the 418th District Court’s website at https://www.mctx.org/departments/departments_d_f/district_courts/418th_district_court/index.php. Further, all participants shall ensure that there will be no disruptions or disturbances from his/her site.

If any participant to a remote court proceeding (videoconference, teleconference, or other available electronic means) intends to offer any exhibits during a court proceeding, he/she must email such exhibits to all attorneys and self-represented litigants, both court reporters (christa.townes@mctx.org and kathy.aaron@mctx.org), and both court staff (kim.perry@mctx.org and lisa.shanahan@mctx.org), no later than 3:00 p.m. (C.S.T.) on the business day prior to the applicable court proceeding. The subject of such email must be the full cause number and “Petitioner’s Exhibits,” “Respondent’s Exhibits,” etc., as applicable.

All proposed exhibits must be in .pdf format. Audio files must be in .mp3 or .wav format. Video files must be in .avi, .mov or .mp4 format. Each exhibit must be attached to the participant's email as a separate, individual attachment. **The court will not consider any exhibits that are not timely emailed as directed by this order in the correct format.**

THE OPEN COURTS PROVISIONS OF STATE AND FEDERAL LAW ALLOW PUBLIC ACCESS TO COURT PROCEEDINGS, SUBJECT TO LIMITED EXCEPTIONS. AS SUCH, ANY PERSON WANTING ACCESS TO A COURT PROCEEDING MAY CONTACT THE COURT AT (936) 538-3618 TO REQUEST SAME. ALL MEMBERS OF THE PUBLIC ACCESSING SUCH COURT PROCEEDING MUST HAVE HIS/HER CONNECTION MUTED TO PREVENT DISRUPTION OF THE PROCEEDING. ALL VIDEO AND AUDIO RECORDING OF ANY COURT PROCEEDING IS PROHIBITED.

IF YOU ARE HEARING OR VISION IMPAIRED AND NEED ACCESS TO A COURT HEARING, PLEASE CONTACT THE COURT EITHER THROUGH EMAIL OR TELEPHONE.



HON. TRACY A. GILBERT
418th JUDICIAL DISTRICT COURT