



## **Virtual Hearings**

Due to COVID-19, hearings will be held through virtual court proceedings. Please contact the court immediately to provide your email address so we may send you the invitation for Zoom hearing. You may contact the court at (817) 293-0525 Ext 302 or send your request to [emartinez@evermantx.net](mailto:emartinez@evermantx.net)

## **Before your Hearing**

**All documents that you want to present to the court regarding your violation, such as Identification cards, Insurance cards must be submitted 24hrs before your court hearing to [emartinez@evermantx.net](mailto:emartinez@evermantx.net)**

Once you have made contact with the court, the information needing to join the zoom meeting will be sent to your email.

## **Virtual Hearing Procedure**

### **NO RECORDING OF VIRTUAL HEARING ALLOWED**

The day of your scheduled virtual hearing, you must join the virtual hearing via Zoom using the meeting link sent to you via email. You may join the zoom meeting from a **Smartphone or Computer with a webcam and microphone enabled.**

Please download the zoom platform before the scheduled virtual hearing date and time to avoid delays. If you have any difficulties, please contact the court for assistance in downloading, installing, or joining zoom prior to the virtual hearing. Once the virtual hearing has started, assistance will be limited.

When joining the virtual hearing, please use your full legal name as your screen name. Once you have successfully joined the virtual hearing, you will be placed in a virtual waiting room.

When the hearing starts, you will be brought into the virtual courtroom. You will be muted on entry and will remain muted until you are called upon at which time the court moderator will unmute you. Please be attentive at all times, failure to do so may cause you to miss important instructions and possibly be removed from the virtual courtroom.

If you have any questions regarding Virtual Hearings, please contact the court at [emartinez@evermantx.net](mailto:emartinez@evermantx.net) or call (817) 293-0525.