

**POTTER, RANDALL AND ARMSTRONG
OMNIBUS ORDER FOR CIVIL AND FAMILY LAW LITIGANTS**

The Governor has declared a state of emergency and the Office of Court Administration (OCA) has suggested that all non-critical court proceedings should be suspended. Current technology has greatly expanded the ability for courts to hear matters without the participants being actually present in the courtroom of a particular court. As a result the County Courts at Law and District Courts will continue to hear matters subject to each Court's determination concerning the necessity of the cause, with particular emphasis on critical proceedings, chiefly: CPS removal hearings, temporary restraining orders/requests for temporary hearings in family cases, juvenile detention hearings, family violence protective orders, and certain mental health proceedings. All hearings will be conducted on a "virtual" basis unless specific authorization is obtained from the court for in person presentation with notice to all parties, which will be granted only on rare occasions due to a particularized need.

PROCEDURES FOR LITIGANTS

All Courts will be utilizing Zoom video conferencing. It is free to download at zoom.us, or downloaded as an app on cell phone or tablet. The Court Reporter or Coordinator will email you a link to the hearing. Your computer must have internet access, a video camera and headset with a microphone or other microphone availability. **IF YOU CAN ONLY PARTICIPATE VIA TELEPHONE YOU MUST COORDINATE THE TELEPHONE CONFERENCE THE DAY BEFORE THE HEARING WITH THE COURT REPORTER.**

You will be required to provide your email address to the Court Reporter and the Court Coordinator for the Court conducting the hearing not later than 2 p.m. the day before the hearing. The Court Reporter will be the "host" for all hearings. The following is the email address and telephone number for each Court Coordinator and the email address for each Court Reporter:

<u>Court</u>	<u>Court Coordinator</u>	<u>Court Reporter</u>
47 TH District Court Dan Schaap, Judge Presiding	Amanda Weigle 806-379-2350 weiglea@pottercscd.org	Dina Wall
108 th District Court Doug Woodburn, Judge Presiding	Jettie Floyd 806-379-2355 floydj@pottercscd.org	Jana Smith
181 st District Court John Board, Judge Presiding	Terri Welch 806-379-2360 welcht@pottercscd.org	Jodi Goodman
251 st District Court Ana Estevez, Judge Presiding	Angela Johnson 806-379-2365	Barbara Younger

johnsona@pottercscd.org

320th District Court
Pamela Sirmon, Judge Presiding

LaDon Brown
806-379-2370
brownl@pottercscd.org

Holly Craven

County Court at Law #1
Walt Weaver, Judge Presiding

Avis Morris
806-379-2375
morrisa@pottercscd.org

Dedra Morgan

County Court at Law#2
Matt Hand, Judge Presiding

Deitra Hill
806-379-2380
hilld@pottercscd.org

Kim Bayless

CPS Court
Carry Baker, Judge Presiding

Rachel Cady
806-379-2228
Rachel.Cady@txcourts.gov

Child Support Court
Jeremy Fowler, Judge Presiding

Jami Bevins
806-379-2820
Jami.bevins@txcourts.gov

If you intend to offer any exhibits during the hearing you must email the exhibits to all parties and the Court Reporter not later than 2 pm the day before the hearing. With the exception of those documents required to be provided by the local rules in Family Law cases, the Court will not review any exhibits provided to the Court Reporter until the exhibit has been offered and admitted in evidence. The subject of the email will list the full cause number and designate the documents as Petitioner (or Plaintiff), and Respondent (or Defendant), Intervener or other Party: Exhibit #1, 2, etc. The Court will not consider any exhibits which have not been emailed to the Court Reporter and all parties in a timely manner, absent good cause. The documents must be filed in .pdf format. Failure to follow these procedures will result in the exhibits being excluded from the record. **IN FAMILY LAW CASES EACH PARTY IS ORDERED TO PROVIDE ALL DOCUMENTS REQUIRED BY THE LOCAL RULES INCLUDING FINANCIAL INFORMATION STATEMENTS, REQUIRED TAX RETURNS, PAY STUBS AND OTHER DESIGNATED DOCUMENTS IN ADVANCE OF THE HEARING.**

The parties are ordered to email a copy of any responses or replies which are e-filed with the Clerk less than 48 hours prior to the hearing to the Court Reporter, in addition to filing with the Clerk. E-mailing a copy of the document to the Court Reporter shall **NOT** be considered filed, but must be filed with the clerk in order to be considered filed in the case. Any case law a party wishes to have the Court consider should be provided to the Court Reporter at least 4 hours prior to hearing.

Child Protection Service Courts are not included in these rules and will issue their own particularized guidelines.

FOR THE PUBLIC

THE OPEN COURTS PROVISION OF TEXAS LAW ALLOWS ALL TEXANS ACCESS TO COURT PROCEEDINGS. AS SUCH ANYONE MAY CALL THE COURT COORDINATOR AT THE TELEPHONE NUMBER LISTED ABOVE IN ORDER TO OBTAIN ACCESS CODES TO HEARINGS. IF YOU ARE VIEWING, YOU MUST MUTE YOUR CONNECTION SO AS TO PREVENT ANY DISRUPTION TO THE PROCEEDINGS. THE PUBLIC MAY VIEW OR LISTEN TO PROCEEDINGS, BUT VIDEO OR AUDIO RECORDING IS STRICTLY PROHIBITED AND MAY SUBJECT THE VIOLATOR TO CIVIL OR CRIMINAL PENALTY.