

## Virtual Court Services Guidelines for Kingsville Municipal Court

If you receive notice of a scheduled hearing from the court, your hearing will be a virtual setting. Please read carefully below for requirements and instructions on how to attend a virtual hearing.

### Requirements

You must have an electronic device that is compatible with ZOOM. (iPhone, Android, tablets, laptops, and home computers with video capability should be compatible).

See here for more details regarding system requirements and 'Getting Started' guides for "Desktop" (computer use) or "Mobile" (smartphone use): <https://support.zoom.us/hc/enus/categories/200101697>

### Expectations

1. Ensure to set aside 30-45 minutes of time for the virtual hearing (meeting).
2. Select a room environment that allows you to focus on discussing your case with the judge and minimize interruptions or background noise.
3. You MUST wait in the "virtual waiting room" until admitted into the Zoom meeting. Your meeting will not begin until the "host" (Judge) starts your meeting.
4. Be patient with unexpected technical issues or inactivity during the session as we work through the technical challenges of a virtual docket.

### Attending By Video On Your Computer Or Smartphone

It is recommended you install the Zoom app if attending by smartphone. You must have a web camera and speakers on your computer to attend the hearing by video with a desktop computer or laptop. You MUST call and provide or confirm your e-mail address to the Court at least 24 hours prior to your scheduled court date. The clerk will send you an e-mail with your virtual hearing court link. Please check your e-mail (and your junk mail) to make sure you have received the e-mail from court@cityofkingsville.com. If you did not receive the e-mail, call or e-mail the Municipal Court at (361) 592-8566 or email court@cityofkingsville.com. The email has the date and time of the hearing and the link to join the hearing. Once you click on "join meeting" you **SHALL** comply with the following:

#### 1. Muting The Microphone

All persons attending the hearing/docket except the Judge and the person he is speaking with SHALL have their microphone on mute. The only time it is appropriate to unmute your microphone is when you will be speaking to the Court.

#### 2. Check In

You must begin the process by phone or video 10 minutes before your hearing. The clerk will verify your contact information, driver's license and date of birth.

#### 3. Virtual Courtroom

When each person joins the video/audio conference, the person will appear in a virtual waiting room. The video will automatically be on and your microphone shall remain muted until your case is called. There may be more than one person on the docket at the same time. When the

case is called by the Judge you should unmute your microphone. When the case is over, you will be excused from the virtual courtroom. Once excused you MUST contact the court at 361-592-8566 for further instructions on paperwork. For example: payment plans and deferral orders.

**4. Use Of Real Names**

At all times during the court proceeding you must use your real name including when joining the Zoom meeting and/or a video conference call.

**5. Dress Code And Location**

The remote proceedings are official court proceedings. All defendants and attendees shall wear clothes appropriate for Court.

**6. COURT PROCEEDING**

Inappropriate language and/or inappropriate virtual backgrounds will not be tolerated, if inappropriate language and/or an inappropriate virtual background is used you will be expelled from the hearing.

In compliance with the Open Courts provision of the Texas Constitution you are informed of the following:

The Office of Court Administration is providing Judges the ability to stream and host court proceedings via videoconferencing, via YouTube. Under the Open Courts provision of the Texas Constitution, all courts are required to maintain public access. In general, court proceedings, are presumptively open to the public in Texas State Courts. This YouTube Channel is in place to comply with that provision, however recording of these proceedings is strictly prohibited. Participants and viewers are hereby admonished that violators are subject to the Court's contempt powers. The punishment for contempt of a court is a fine of not more than \$100.00 or confinement in the county jail for not more than three (3) days, or both such fine and confinement in jail. Tex. Govt. Code, Sec. 21.002.

**Disclaimer:**

In accordance with the Office of Court Administration, all court settings are open to the public. Our virtual dockets will be broadcast via a public website. To view the virtual courtroom you can go to our YouTube channel at: <https://www.youtube.com/channel/UCblnu1QJNZ9HebmkhogMooQ>

**If you have trouble with these steps please call (361) 592-8566.**