

Protocol for Zoom Conferencing in Judge Byrne's CPS cases:

- i. Court staff will initiate Judge Byrne's video hearings using Zoom videoconferencing. It is free to download at zoom.us or you can download the app directly to your cell phone.
- ii. **What attorneys will need to participate in hearings held by Zoom Teleconference:**
 1. Your computer must have internet access (such as wifi) and at the very least audio / microphone. It is also helpful to have a video camera and/or a headset with microphone. You can also participate via telephone, but please notify court staff in advance if you plan to do so.
 2. Parties can alternatively join the hearing via their cellphones using the Zoom app available in the App Stores of their phones.
- iii. **To begin the Zoom videoconference for hearings:** The Judicial Executive Assistant will email a link to the hearing to all parties.
 1. Note: **The Court will Issue Zoom Teleconference Email Invites ONLY to those who are on the latest version of the email thread for your case by 5pm on Friday.**
 2. **Each Party, prior to the hearing, is responsible for making sure they invite anyone else they desire to participate in the hearing. They may do so by forwarding the Zoom conferencing link. Please do not email the Judicial Executive Assistant and ask her to add anyone to the email thread or the video hearing.**
 3. Should the Attorneys of Record and/or CASA Supervisors desire to invite any individuals to listen in or participate in the call /videoconference who **do NOT have an email on the thread in advance of the hearing**, they must make their own arrangements for the other individual's participation. This includes individuals who do not have email addresses. (Examples: An Attorney can choose to have their client join them via telephone through the conferencing application or in their office during the call, or they can call their client on a speakerphone that is located next to their computer while they access Zoom and allow them to listen in and participate.).
- iv. **Any Exhibits Must be sent in Advance**
 1. If you intend to offer any exhibits during the hearing, you will need to email them to all parties, the Court Reporter (Caroline.Chapman@traviscountytx.gov) and Judicial Executive Assistant (Rene.Salinas@traviscountytx.gov) not later than 3pm the day before the hearing. Premark your Exhibits with Party's role in the case (ie. Petitioner's Exhibit #1). The exhibit documents must be in PDF format. The Court may choose not to consider any exhibits not emailed to the court reporter in a timely manner. If you fail to follow this requirement, the court reporter will not maintain these documents in the record.
- v. **Decorum:**
 1. All those participating in a hearing by videoconferencing are expected to act in the same manner as if they were appearing in the Judge's Courtroom.
 2. Before dialing or linking in, PLEASE remember to follow all virtual meeting etiquette, including: announcing your name when you join the meeting, but do not interrupt others to let you know if you have to leave early
 3. Don't use speaker phones that force other callers to be distracted by things like your TV, kids/grandkids, dogs, other phones or alarms ringing etc. in your background.
 4. Headphones may help you hear other speakers better and help prevent others from hearing whatever is going on in your background.
 5. Please mute your line until speaking, especially if you are using a speakerphone feature.

6. Please wait until the person currently talking stops before you speak and while speaking and be concise.
7. Attorneys must speak loudly/clearly and one-at-a-time for the court reporter to take a record.

vi. Judicial Discretion for Participation:

1. The Judge retains full discretion for who is allowed to participate in a hearing. If anyone on the videoconference refuses to identify themselves, behaves inappropriately, or creates a distraction, the Judge may simply remove them from the hearing.