

## **REMOTE PROCEEDINGS**

Due to the Pandemic of COVID-19 and to protect the public health and safety, Municipal Court is engaging in social distancing by conducting hearings via telephonic conferencing or videoconferencing. Below is information about the Rules of the Court during the hearing and how to connect with the court to participate in a telephonic or a videoconference hearing. All hearings will be conducted by Webex. You do not need to install the app to attend the hearing.

### **1. ATTENDING BY PHONE**

If you attend the hearing by phone your virtual court hearing will be audio only.

A Municipal Court Clerk will call you 1 day before your hearing. You will be given a number to call, an access code and a verbal ID code.

After you call the number, when prompted you will enter the access code followed by the # key.

You will be asked if you have an ID, press the # key instead, you will not be given an ID.

Your phone will say “connected.”

Please make sure you are muted when you are connected.

If you have trouble with the steps, please call (361) 826-2553 or (361) 826-2557.

### **2. ATTENDING BY VIDEO ON YOUR COMPUTER OR SMARTPHONE**

You must have a web camera and speakers on your computer to attend the hearing by video. A Municipal Court Clerk will call you 1 day before your hearing. You must provide or confirm your e-mail address to the Court at that time.

The clerk will send you an e-mail. Please check your e-mail (and your junk mail) to make sure you have received the e-mail from Municipal Court. If you did not receive the e-mail, call or e-mail Municipal Court at (361) 826-2553 / (361) 826-2557 or [mcmail@cctexas.com](mailto:mcmail@cctexas.com). The e-mail has the date and time of the hearing and the link to join the hearing.

When you open the e-mail, you will see a green rectangle that says, “join meeting.”

Click on the “join meeting” rectangle.

Once you click on “join meeting” you will need to install the WebEx plugin. Press install.

You will be asked to enter your name and your e-mail. Type in your real name when you are asked and enter your e-mail address.

Your meeting will not begin until the “host” (Judge) starts the meeting.

If you have trouble with the steps please call (361) 826-2553 or (361) 826-2557.

### **3. MUTING THE MICROPHONE**

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

#### 4. 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.

#### 5. VIRTUAL COURTROOM

When each person joins the video/audio conference, the person will appear in a virtual courtroom. 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.

#### 6. USE OF REAL NAMES

At all times during the court proceeding you must use your real name including when joining the Webex meeting and/or a video conference call. Each party or attorney attending the proceeding shall use that person's real name when identifying himself or herself.

#### 7. INTERPRETER (*INTERPRETER*)

A defendant or attorney representing a defendant shall contact the court clerk at (361) 826-2553 / (361) 826-2557 or by e mail at [Mcmail@cctexas.com](mailto:Mcmail@cctexas.com) as soon as possible but not less than 48 hours **before** the court proceeding is scheduled if an interpreter is needed.

El acusado o abogado que representa el acusado debe de contactar a la oficina de la corte al (361) 826-2553 o (361) 826-2557 o contactar la corte por correo electrónico al [Mcmail@cctexas.com](mailto:Mcmail@cctexas.com) tan pronto como sea posible pero no menos de 48 horas **antes** del horario del procedimiento judicial si un intérprete es necesario

#### 8. DRESS CODE AND LOCATION

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

#### 9. COURT PROCEEDING

Corpus Christi Municipal Court is a Court of Record and this is a Court proceeding. Everything that is being said by all parties is being recorded.

Inappropriate language will not be tolerated, if inappropriate language is used you will be expelled from the hearing. If expelled, you will have to contact Corpus Christi Municipal Court to reschedule your hearing for another date.

## 10. SUBMISSION OF EXHIBITS BY FILING

To request that a document be considered as evidence, all documents shall be filed with the clerk and copies given to all parties not later than 2 days before the court hearing.

## 11. FORMAT OF THE EXHIBITS

Any party wanting to request that documents or other items be admitted into evidence, must file the documents pre-marked and chronologically numbered for the case. Each document that you would like to ask to be admitted into evidence must be marked in the lower righthand corner. Each separate item requesting to be admitted into evidence must have its exhibit number (X-1, X-2, X-3 etc.). If there are more than one page per exhibit, please bound those pages together or mark it as; X-1 of 3, X-2 of 3, and X- 3 of 3 etc.

You may drop the exhibits in the drop box located outside municipal court or mail the documents to municipal court. Attach a cover sheet to the exhibits with your name, cause number, and DOB.

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.