



Justice of the Peace Court No. 4

The Honorable Christopher "Chris" Gregory

RE: HEARINGS

Please review the attached flyer, "Vulnerable Population" and if you meet these requirements you may submit a request for Zoom. Please fill out the attached paperwork and submit at least 72 hours prior to your hearing for consideration.

To Appear by Zoom:

1. Please indicate at the bottom of this form if you would like to appear via Zoom.
2. Hearing requests via Zoom SHALL include the following:
 - a. Name of the requestor;
 - b. Email and phone number of the requestor;
 - c. For any witnesses appearing via Zoom, you will need to include their full name, email and telephone number.
2. You can **DOWNLOAD** the free Zoom App on your smartphone (ANDROID OR APPLE) or computer at <https://www.zoom.us> prior to your hearing date and time.
3. On the date and time of your hearing listed in the Notice of Hearing/Order, **OPEN** a web browser of your choice, then **ENTER** the Zoom link information that was sent to you in a separate email.

4. Once you connect, please **WAIT** to be checked in. You will be placed in a “waiting room” and on mute or silent until your hearing begins.

5. Exhibits – hearing/trial exhibits, except for rebuttal or those that can not be anticipated, SHALL be pre-marked, exchanged with counsel/self-represented parties, and EMAILED to the court as separate PDF files **at least three (3) days prior to the Zoom Hearing**. Exhibits shall be saved as separate files, in PDF, MP4 or JPEG format named and marked using the following FORMAT:

Cause Number-Party Designation-Exhibit Number-Hearing Date

EXAMPLE: JP04-20-DC0001234-Petitioner-Exhibit 12- 12-01-2020

6. Zoom proceedings are actual court proceedings conducted in a Virtual Courtroom. Hearings will be lived streamed to the public, so participants must treat Zoom proceedings with the same respect as in-person court proceedings. All of the usual in person courtroom decorum, demeanor and dress code rules shall apply.

7. IT IS ORDERED THAT RECORDING ZOOM PROCEEDINGS IS STRICTLY FORBIDDEN. Attorneys, self-represented parties, witnesses and attendees participating in remote hearings, or members of the public viewing a live stream, are prohibited from recording, capturing, saving, broadcasting, televising or photographing the proceeding in any manner. **FAILURE TO ABIDE BY THIS ORDER MAY RESULT IN CONTEMPT OF COURT PROCEEDINGS.**

You do not need an account to use Zoom and the service is free. You may use a cellphone, tablet, or computer. The court is able to swear in witnesses and parties over Zoom; please have a picture identification with you to show the Court. Please review the tips below for your video hearings.

COURT HEARING VIDEO CONFERENCING TIPS

- Dress and look like you are going to court. No hats please.
- Do your best to have a stable internet connection. Ask others in your house or office to avoid large data use (game streaming; video streaming; etc.) while on a videoconference call.

- Use your full real name. Avoid using nicknames or the device's default name setting.
- Be as still as possible while speaking and waiting to speak.
- Do your best to have a solid or non-distracting background, or utilize a virtual background.
- Have the camera face you straight on. Avoid leaning in or away from camera.
- Be aware of your microphone and audio set up. Mute your microphone unless you are speaking. (Wireless earbuds are less distracting than large headphones and exclude outside noise. Wired earbuds can be distracting and the built-in microphone often rubs on your clothes.)
- Speak slowly and clearly. Avoid speaking over others.
- Avoid typing, eating or drinking during the conference.
- Do your best to ensure privacy during the conference; everyone understands children, pets, and other members of the household might wander in.

HEARING TYPE REQUESTED:

Please initial your choice and then sign at the bottom of this page.

____ : I WOULD LIKE TO REQUEST THAT MY HEARING IS CONDUCTED VIA ZOOM.

NAME: _____

EMAIL: _____

PHONE: _____

(IF REQUESTING ZOOM FOR ANY WITNESSES, PLEASE FILL OUT THE ATTACHED FORM AND RETURN TO THE COURT IN PERSON OR BY EMAIL AT: JP4COURT@TARRANTCOUNTY.COM AT LEAST 3 DAYS PRIOR TO YOUR HEARING)

By signing below, ***I certify to the court that I meet the vulnerable population criteria in the attached flyer.***

X _____

Print Name: _____

Cause No.: _____

Plaintiff/Defendant/Witness * Please indicate your relation to the case.
(Please circle)

VULNERABLE POPULATIONS & COVID-19



COVID-19 is a new disease and there is limited information regarding risk factors for severe diseases. Based on currently available information and clinical expertise, **older adults and people of any age who have serious underlying medical conditions** might be at higher risk for severe illness from COVID-19.

Vulnerable populations may include:

- ◆ People 65 years or older
- ◆ People who live in a nursing home or long-term care facility
- ◆ Individuals with serious health conditions such as:
 - ◇ High Blood Pressure
 - ◇ Chronic Lung Disease
 - ◇ Diabetes
 - ◇ Asthma
- ◆ Individuals with compromised immune systems (i.e. cancer chemotherapy, Lupus, Type 1 Diabetes, or Rheumatoid Arthritis)

HOW THE JUSTICE OF THE PEACE, PRECINCT 4 IS SUPPORTING OUR VULNERABLE POPULATION:

Persons who are members of vulnerable populations who are scheduled for court will be accommodated by being allowed to appear by phone or via Zoom. If you are considered part of this group please contact the court at **817-238-4425** or **jp4court@tarrantcounty.com** once you have received your hearing date . Our office will do our best to accommodate you for your day in court.