

MCLENNAN COUNTY COURT AT LAW NO. 3 ZOOM PROCEDURES

McLennan County Court at Law No. 3 may, at the Court's discretion, use Zoom videoconferencing. It is free to download at zoom.us or you can download the app directly to your cell phone. The Court's Zoom link can be found on the Court's website. Your computer must have Internet access, a working video camera, and a working microphone.

If you intend to offer any exhibits during the hearing, you will need to email them to all parties and the court reporter no later than 24 hours before the hearing. The subject line of the email should be the full case style and description of the documents (e.g., 2023-0123-CV3 - Plaintiff vs. Defendant - "Plaintiff's Exhibits"). The documents must be in PDF format. The Court cannot 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 and consequently the Court may pass your hearing.

Any responses or replies e-filed with the Clerk less than 48 hours before the hearing should be emailed in PDF format to the Court Administrator. Please note, email is not a substitute for e-filing with the Clerk. Cases for the judge's reference need not be e-filed with the Clerk but should be emailed to the Court Administrator at least four hours before the hearing to allow consideration. Documents which have been e-filed and accepted need not be refiled with the Clerk.

FOR THE PUBLIC

The open courts provision of Texas law allows all Texans access to court proceedings. As such, anyone may access the Court's zoom hearings. If you are viewing, please mute your connection to prevent disruptions to the proceedings. The public may view or listen to proceedings, but video or audio recording is prohibited.