

**JUDGE CATIE HAWKINS
JUSTICE OF THE PEACE PRECINCT TWO
BOWIE COUNTY, TEXAS**

Bowie County Courthouse
710 James Bowie Drive
New Boston, Texas 75570



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**INFORMATION GUIDE REGARDING
REMOTE HEARINGS**

Due to COVID-19 most court hearings are now remote. That means that most parties are able to participate by video or by phone (remotely). Listed below are helpful tips in addition to important information on what you need to know and should expect for your remote hearing. Please do not hesitate to contact the court if you need assistance.

How will I know if I have a remote hearing?

The court will notify you if your hearing is scheduled for a remote hearing. Depending on contact information that the court has, we may contact you by mail or email. We will also notify the other parties in the case.

***Video and/or audio recordings are strictly prohibited unless permissions expressly and specifically have been granted by the court.**

Will the court tell me how to join the remote hearing?

Yes. Along with your court notice, the court will send you instructions on how to join your remote hearing using a URL link and a mobile device. If you have a question or need assistance regarding how to join the remote hearing, you must call the court PRIOR to your scheduled hearing time.

How to get ready for your remote hearing:

Any motions or evidence you intend to present in court must be emailed or faxed to the court clerk at least 3 business days prior to your hearing. Each party is responsible for making sure the court has received and can open your submission prior to the start of the hearing. If you have a submission that cannot be sent by email or fax, you must contact the court for instructions at least 3 business days prior to the hearing.

Witnesses will be able to join the hearing remotely. Each party should provide log-on instructions to any witness they intend to have present.

A motion for continuance should be filed no later than one business day prior to the scheduled hearing. Continuances must be served on the opposing party and may be granted/denied at the discretion of the court. Failure to appear for trial may have consequential hearing results.

Tips on how to get your space ready for your remote hearing:

- Charge your computer or mobile device. Have a charger nearby in the event your device's battery is running low.
- Know what time your hearing starts and how to log on or know what number to call to.
- Find a quiet place where no one will interrupt you.
- Make sure you have a good internet connection.
- Sit in a well-lit room, not too dark, not too bright. No bright lights behind you.
- Set the camera up at your eye level. If using your phone, prop it up so you can look at it without holding it. Look at the camera, and not at the screen when speaking.
- If you are not joining visually, be sure to say your name each time you speak.
- Talk slowly and do not interrupt.

What to expect during your remote hearing:

- You should join the hearing a few minutes early to make sure there are no issues getting connected. If you are unable to get into the hearing, you must call the court **PRIOR TO THE START** of your hearing. Failure to appear for trial may have consequential hearing results.
- When you first join, the judge will take you from a “waiting room” to the “hearing room”.
- The judge will make sure you can hear and talk, and will go over all of the rules.
- You will see a picture or name of each person in your hearing on your screen. The first one you see is the person who is speaking.
- Everyone can hear what you say. This hearing may even be open to the public and streamed live on the court's YouTube channel.
- The judge will decide on most cases at the end of each hearing.
- A copy of any order or judgement signed by the judge during your trial or hearing will be emailed to all parties to the suit or their attorneys.