

## Joining Zoom Meeting Using a Mobile Device

1. Parties of a case will receive notification from the court for the scheduled Zoom Meeting (hearing). Notification will contain the date, time, Meeting ID# and Password to connect to the video conference meeting.

A.) Below is an example of what your notification will look like:

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

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



Court Clerk: Jenny Kizzia  
Office Phone: 903-628-6812  
Office Fax: 903-628-6727  
Court Email: Jenny.Kizzia@txkusa.org

### VIDEO CONFERENCE INSTRUCTIONS

Jenny Kizzia, Court Clerk for Judge Catie Hawkins ([JENNY.KIZZIA@TXKUSA.ORG](mailto:JENNY.KIZZIA@TXKUSA.ORG)) invited you to a scheduled zoom meeting.

Meeting Topic: SMALL CLAIMS HEARING  
20SC-00000-JP2

Meeting Time: July 8, 2020 1:00PM Central Time (US and Canada)

Join Zoom Meeting:  
<https://txcourts.zoom.us/j/93788556770>

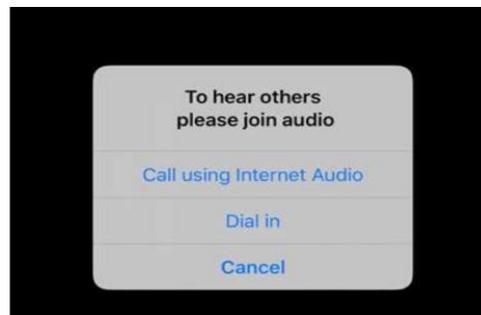
Meeting ID: 922 9442 9905  
Password: 435808

One tap mobile:  
[+9292056099](tel:+9292056099),[92294429905](tel:+92294429905)#,0#,.435808# US (New York)  
[+13017158592](tel:+13017158592),[92294429905](tel:+92294429905)#,0#,.435808# US( Germantown)

2. You will need to use the Zoom mobile app. You can download for free from your device's App Store.



3. If you do not have an account, you do not need to create one. Tap "Join Meeting". At that time, you may enter the Meeting ID # and Password along with your Display Name (your first and last name).
4. Once that has been completed you will be placed into a "waiting room". When the judge begins the hearing, she will place all necessary parties to the case into the "meeting room". Once you have been admitted into the "meeting room" you should see two options to hear others during the meeting. "Call using Internet Audio" is recommended.



*Tip: While waiting for the judge to start the meeting, you can test your mobile audio and video background options.*

\*\*\*NOTE: If you do not have the capability to virtually attend, Zoom will allow you to telephonically appear.

1. On your phone, dial the teleconferencing number provided on the notification you received from the court.
2. Enter the Meeting ID # and Password when prompted using your dial pad.

**VIDEO AND/OR AUDIO RECORDINGS ARE STRICTLY PROHIBITED UNLESS PERMISSIONS EXPRESSLY AND SPECIFICALLY HAVE BEEN GRANTED BY THE COURT.**

**\*\*\*IMPORTANT REMINDER\*\*\***

\*Any motions or evidence you intend to present in court must 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.

\*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.