

Joining Zoom Meeting Using a URL Link (Using a Laptop or Desktop Computer)

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

A.) Click on the link under “Join Zoom Meeting” or type the URL (website address) on your internet browser. 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 75870



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) invited you to a scheduled Zoom meeting.

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

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

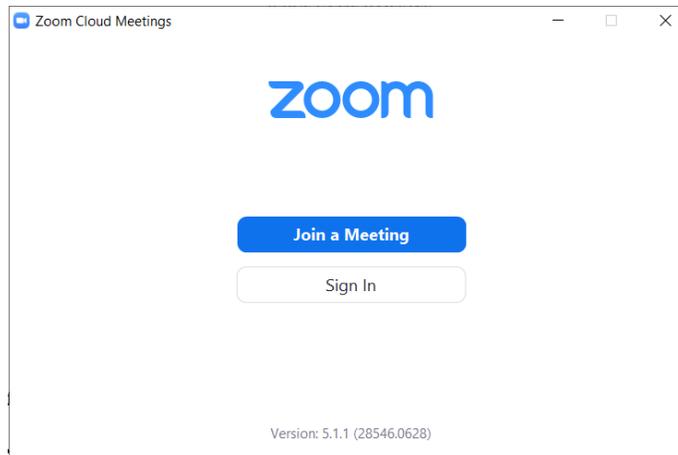
Join Zoom Meeting:

<https://txcourts.zoom.us/j/93788556770>

Meeting ID: 937 8855 6770

Password: 734302

2. After you access the site from the link/website address, you will automatically be directed to the Zoom Website. **You do not need a Zoom account to participate, however you will need to download the Zoom software (this does not take long) onto your device.** The prompt screen to download the software will automatically appear and run its course.



3. Once you have download the Zoom software onto your device, you may “Join a Meeting” and enter the Meeting ID # and Password provided to you. 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”.
Tip: While waiting for the judge to start the meeting, you can test your computer audio, video and virtual background options.

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 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.

*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.