

# THE DISTRICT COURTS OF BEXAR COUNTY



BEXAR COUNTY COURTHOUSE  
100 DOLOROSA  
SAN ANTONIO, TEXAS 78205

## **FIRST AMENDED BEXAR COUNTY CIVIL DISTRICT COURTS COVID-19 COURT OPERATIONS PLAN**

The Bexar County Civil District Courts will operate pursuant to this plan beginning April 6, 2020, and until further notice. NOTHING IN THIS PLAN SUPERCEDES EMERGENCY ORDERS ISSUED BY ANY NATIONAL, STATE OR LOCAL GOVERNMENT.

- Pursuant to the “Stay Home Work Safe” directives from our City and County governments, all individuals must follow safety protocols, such as social distancing, and should attempt, whenever possible, to appear remotely for proceedings rather than appearing in person at the courthouse. In an attempt to prevent the spread of COVID-19, your District Judges are requesting that all matters that can be heard remotely be heard in such a manner. THEREFORE, beginning April 6, 2020 and until further notice, all cases, wherever possible, will be heard remotely by the Civil District Judges. Essential matters will be given priority.
- Attorneys and self-represented litigants shall set matters pursuant to Texas Rules of Civil Procedure by setting their matter with the Presiding District Clerk. Fiats and orders setting hearings must set the hearings to occur remotely, by ZOOM, and must include the following:
  1. The link to Presiding Court ZOOM:  
<https://zoom.us/my/bexarpresidingcourtzoom>

2. The link to Bexar County Civil District Presiding Court YouTube:

<https://www.youtube.com/watch?v=ljERoVIGR2Q>

3. The Zoom telephone access number for Presiding Court: 1-346-248-7799.

4. The Presiding Court telephone access code: 917-895-6796.

- All settings must be in writing and contain the following information:
  1. The time announcement.
  2. Telephone numbers for all attorneys or self-represented litigants.
  3. Email addresses for all attorneys and self-represented litigants.
  4. Whether the party is ready or not.
  5. Whether an interpreter is required.
  6. The number of witnesses to be called.
  7. The total number of participants in the call.
  8. Whether a record is required.
- Case assignments will be posted on the Presiding Court Zoom and YouTube listed above.

### ***Non-Evidentiary Hearings***

- All attorneys and self-represented litigants shall confer before hearings, including with respect to time announcements, and shall be on standby and readily available for their hearing.
- The Presiding Judge will assign cases by email to each Judge and their Clerk.
- Attorneys and self-represented litigants will be notified to set up the telephone/video conferencing in accordance with each Court's available technology.

- On receiving notice as to what Court the attorneys and self-represented litigants have been assigned, all attorneys or self-represented parties are required to email to the Court all previously filed documents, exhibits and cases that they will rely on during their arguments.
- All hearings will be strictly in accordance with time announcements. The Presiding Judge or the assigned Court may adjust the allotted time.

### ***Evidentiary Hearings***

- All requirements designated for Non-Evidentiary Hearings shall apply in addition to the following:
  1. No later than 12:00 p.m. the day before the hearing, all attorneys and self-represented litigants are required to exchange all pre-marked exhibits by email or share drive link and confirm with opposing side that those exhibits were received.
  2. Attorneys and self-represented litigants are responsible for advising each witness how they can participate in the hearing and should make every effort to avoid delays. If a witness is not available to testify at the designated time, the witness may not be heard. ALL PARTICIPANTS SHALL PARTICIPATE BY TELEPHONE OR ZOOM, WHEREVER POSSIBLE. NO PARTY OR WITNESS SHALL TRAVEL IN VIOLATION OF ANY EMERGENCY ORDERS ISSUED BY GOVERNMENT.
  3. Attorneys, as officers of the Court, shall retain all original exhibits and shall email the court reporter taking the record all exhibits that were admitted marked "ADMITTED" and all exhibits that were not admitted marked "NOT ADMITTED."

### ***Default Judgments***

- All proposed Default Judgments must be submitted to the Staff Attorney's office for review by emailing the judgment to [civilintern1@bexar.org](mailto:civilintern1@bexar.org).

### ***Uncontested Divorces and Adoptions***

- Beginning April 6, 2020, all uncontested divorces and adoptions will be presented to the court on submission at the 1:30 p.m. Uncontested Docket. No walk-ins are allowed.
- Uncontested matters must be set with the Presiding District Clerk by contacting the Presiding District Clerk or referring to the District Clerk's website for available dates and efilings along with all of the supporting documents indicated below.
- For uncontested divorces, attorneys must file either affidavits or sworn interrogatories to prove up the divorce along with the agreed Final Decree of Divorce at least 3 days before their setting date.
- For adoptions, attorneys must file all statutorily required documents and an affidavit or interrogatories to prove up the adoption order, along with the Decree of Adoption at least 3 days before their setting date.

### ***Presentation of Agreed Orders***

**Bexar County Civil District Courts are temporarily adopting the following policy for presentation of Agreed Orders:**

1. IF YOU WANT A CONFORMED COPY, please mail your Agreed Order, a copy or copies for conforming, and a self-addressed, stamped envelope to:

Bexar County Civil District Courts  
Attn.: Staff Attorneys  
100 Dolorosa, Room 2.16  
San Antonio, Texas 78205

Mail-in orders will be delayed until travel restrictions are lifted for staff members. Please bear with us in our attempt to serve the needs of our community.

2. If you do not want a conformed copy, you may email your Agreed Order to [civilintern1@bexar.org](mailto:civilintern1@bexar.org).

3. If your order resulted from a court ruling, please submit the order by email or mail directly to the Court issuing the ruling.

All Agreed Orders must be presented electronically or by mail. Hand delivered orders will not be accepted. There are no exceptions.

### ***Monitoring Court***

For procedures in Monitoring Court, please see the Monitoring Court website, <https://www.bexar.org/1813/Chief-Trial-Assignment-Clerk> and the following: <https://www.bexar.org/2999/Monitoring-Court>.

### ***Emergencies and Essential Matters***

Please do not appear in Court. The telephone for Presiding Court is (210) 335-2610. The email address for Presiding Court is [CivilDistrictPresiding@bexar.org](mailto:CivilDistrictPresiding@bexar.org).

### **ZERO TOLERANCE POLICY**

**THERE WILL BE NO TOLERANCE FOR ATTORNEYS TAKING UNFAIR ADVANTAGE OF THE SITUATION CREATED BY THE COVID-19 PANDEMIC. ANY SUCH CONDUCT SHALL BE REPORTED TO THE STATE BAR OF TEXAS DISCIPLINARY COUNSEL ON THE FIRST OFFENSE. ALL JUDGES AND LAWYERS, AS OFFICERS OF THE COURT, ARE CALLED UPON TO CONDUCT OURSELVES IN ACCORDANCE WITH THE TEXAS LAWYERS' CREED.**

Amended: April 2, 2020