

THE DISTRICT COURTS OF BEXAR COUNTY



BEXAR COUNTY COURTHOUSE
100 DOLOROSA
SAN ANTONIO, TEXAS 78205

**SECOND AMENDED
BEXAR COUNTY CIVIL DISTRICT COURTS
COVID-19 COURT OPERATIONS PLAN
MONITORING COURT**

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 Monitoring Court through the Jury Settings 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 Monitoring Court ZOOM:
<https://zoom.us/my/monitoringcourt>
 2. The link to Bexar County Civil District Monitoring Court YouTube:
<https://www.youtube.com/channel/UC1kUPMXpdyQanZIQ1HIYV6Q/>

3. The Zoom telephone access number for Monitoring Court: 1-346-248-7799. The personal meeting identification number: 992-478-8545.
 4. The Monitoring Court telephone access code: 992-478-8545.
- 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.

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 Monitoring Judge will call the docket to get announcements.
- Attorneys and self-represented litigants will need to set up the telephone/video conferencing in accordance with the Monitoring Court's available technology.
- All counsel and self-represented litigants will need to log onto ZOOM at 8:30 a.m. for docket call. On receiving notice from the Monitoring Judge, the attorneys and self-represented litigants 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 Monitoring Judge may adjust the allotted time.
- Beginning April 6, 2020, all hearings will be held Monday thru Thursday at 8:30 a.m.
- The following types of hearings are set in the Monitoring Court:
 - a. Set on Jury Docket
 - b. Continuance of Trial
 - c. Scheduling Order
 - d. Designate case as Complex
 - e. Special/Preferential Setting
 - f. Level III Discovery Control Plan
 - g. Accelerate/Advance Trial Setting
 - h. Motion to Mediation
 - i. Motion to Compel Mediation

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.

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:

Civil Jury Assignment Office
100 Dolorosa Street, Suite 422
San Antonio, Texas 78205

Or

E-file a letter to the Bexar County District Clerk requesting a copy of the signed order. Please allow 5-7 days for processing.

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 caroline.schneider@bexar.org OR j.brazil@bexar.org. To avoid

confusion in processing, send the order to only one of the email addresses listed.

3. If your order resulted from a court ruling, other than the Monitoring Judge, please submit the order by email or mail directly to the Court issuing the ruling.
4. Available trial dates are listed at the following website and updated weekly:
<https://www.bexar.org/1813/Chief-Trial-Assignment-Clerk> and
<https://www.bexar.org/2999/Monitoring-Court>
5. The following types of agreed orders will be accepted:
 - a. Docket Control Order
 - b. Scheduling Order
 - c. Continuance/Reset Order
 - d. Mediation Order

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

Emergencies and Essential Matters

Please do not appear in Court. The telephone for Monitoring Court is (210) 335-2520. The email address for Monitoring Court is monitoringcourt@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: May 1, 2020.