



**Honorable Rabeea Sultan Collier**  
Presiding Judge in the 113<sup>th</sup>  
Judicial District  
of Harris County, Texas

Presented are the Court's procedures that are applicable to hearings conducted through telephonic or video conference before the 113<sup>th</sup> Judicial District Court of Harris County, Texas. These procedures are to be used in conjunction with the Court Procedures for the 113<sup>th</sup> Judicial District Court of Harris County, Texas and the Local Rules of the Civil Trial Division. The Court requires strict compliance with its procedures and with the Local Rules.

**1. Open Court**

- a. Any member of the public may attend a hearing conducted through telephonic or video conference. Individuals who appear at a hearing through telephonic or video conference must observe these procedures along with the Court's Procedures in conjunction with the Local Rules of the Civil Trial Division.
- b. The telephone conference number is (832) 927-8888 and the access code is 3686113#.

**2. Punctuality**

- a. Be on time.
- b. If all parties to a hearing, do not appear on time when the Court calls your matter, then you will not be called until the end of the docket.
- c. Be respectful when setting the hearing by giving an accurate estimate of time for your hearing to the Clerk of the Court.

**3. Identification**

- a. Do not announce yourself until the Court calls your matter.
- b. After the Court calls your matter, the movant, respondent, and then any other party present for that particular matter should identify yourself and the party that you represent in that specific order. Identify yourself each time you speak.
- c. Speak clearly and loudly.

#### **4. Noise**

- a. Use your mute button when you are not speaking. When you are speaking, refrain from using the speakerphone.
- b. Make sure that you have a strong connection without background noise.
- c. If someone else is speaking, do not interrupt them.