

# TUTORIAL: NOTICE OF IN PERSON COURT PROCEEDING

Judge Gloria E. López

308th District Court

February 02, 2023

Clipboard: Paste, Cut, Copy, Format Painter

Font: Times New Roman, 12, Bold, Italic, Underline, Text Color, Background Color

Paragraph: Bullets, Numbering, Indentation, Paragraph Spacing, Text Alignment, Text Wrapping

Styles: Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis, Emphasis

Editing: Find, Replace, Select

Cause No: \_\_\_\_\_

1. Type in Cause No.

STYLE OF THE CASE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the District Court of  
Harris County, Texas

# of Court  
Choose an item. Judicial District Court  
Choose an item.  
246th  
247th  
308th  
310th

3. Choose Court

2. Type in Style of the Case

**NOTICE OF COURT PROCEEDING**

This matter is set for a court proceeding on [Date] at [Time] o'clock [AM/PM] in the [Court Name] at [Address].

Click or tap to enter a date. at \_\_\_\_\_ m.

The proceeding shall be in person in the Choose an item. Judicial District Court located at  
201 Caroline, Choose an item. floor, Houston, Texas 77002.

**NOTICE OF COURT PROCEEDING**

This matter is set for a court proceeding on [Title of Motion] on:

The proceeding shall be in person at the [Title of Motion] Judicial District Court located at

201 Caroline, Houston, Texas 77002.

**INSTRUCTIONS FOR SUBMITTING EXHIBITS:** Evidence must be submitted electronically (e.g., Dropbox, Google Drive, SharePoint) via email to the Court's email address. The email subject line must include the exhibit number, your party identification, and the court case number. The email body must include a link to your cloud storage service and a description of the exhibit. The email subject line of the email shall state the full cause number, your party identification, and the court case number. Do not use a cloud "share" feature intended for collaboration with that service. Exhibits should be pre-marked and identified by exhibit number and short description (e.g., P-01, Petitioner's FIS; P-02, photos of children; R-1, Respondent's Sworn I&A) Please note: exhibits submitted to the Court's email via cloud link must still be offered to be part of the court reporter's record.

Email the file share link for exhibits to: Choose an item.

Court Contact Information: Choose an item.

**THE MOVING PARTY SHALL SERVE THIS NOTICE ON ALL OTHER PARTIES OR COUNSEL OF RECORD AND FILE WITH THE COURT.**

Certificate of Service

5. Select Date of Proceeding.



Click or tap to enter a date.

February 2023

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Today

4. Type in Title of Motion.

File Home Insert Design Layout References Mailings Review View Help Foxit Reader PDF Tell me what you want to do

Cause No: \_\_\_\_\_

STYLE OF THE CASE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In the District Court of  
Harris County, Texas

Choose an item. Judicial District Court

**NOTICE OF REMOTE COURT PROCEEDING**

This matter is set for a court proceeding by remote appearance on [Title of Motion] on:

5. Select Date of Proceeding.



Click or tap to enter a date.

February 2023

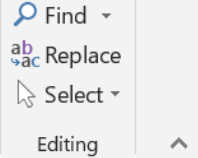
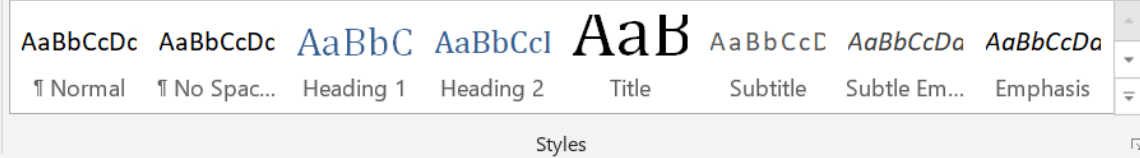
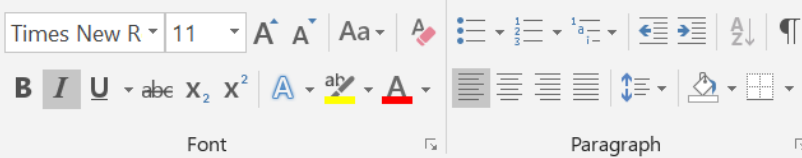
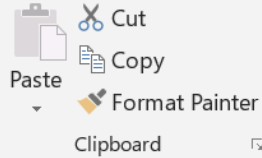
Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Today

[Title of Motion]



4. Type in Title of Motion.



**NOTICE OF REMOTE COURT PROCEEDING**

This matter is set for a court proceeding by remote appearance on [Title of Motion] on:

February 2, 2023 at [ ] m.

6. Type in time of proceeding.

**Zoom Video/Audio Conference**

Navigate to: <https://justex.zoom.us>

7. Type in Meeting ID.

When prompted, enter Meeting ID: [ ] - [ ] - [ ]

To join Zoom with video you will need to have an electronic device with an internet connection. You may use a smart phone, iPad/tablet, or webcam with sound and video capabilities. You will also need to install the free Zoom App before the proceeding begins. To join Zoom using a phone (audio only) dial (346) 248-7799 and enter the Meeting ID listed above.

**INSTRUCTIONS FOR SUBMITTING EVIDENCE:**

Evidence must be submitted electronically by emailing the Court a link to your cloud storage service (e.g., Dropbox, Google Drive, SharePoint). The subject line of the email shall state the full cause number, your party identification, and the date of the court proceeding. Do not use a cloud "share" feature intended for collaboration that requires an account with that service. Exhibits should be pre-marked and identified by Exhibit number and short description (e.g., P-01, Petitioner's FIS; P-02, photos of children; R-1, Respondent's Sworn I&A) Please note: exhibits submitted to the Court's email via cloud link must still be offered to be part of the court reporter's record.

Email the file share link for exhibits to:

Court Email Address

Choose an item.

Court Contact Information: Choose an

Choose an item.

246exhibits@justex.net

247exhibits@justex.net

308exhibits@justex.net

310exhibits@justex.net

8. Choose correct email .

**THE MOVING PARTY SHALL SEND TO THE COURT.**

**ALL OTHER PARTIES OR COUNSEL SHALL SEND TO THE COURT.**

Clipboard

Cut Copy Format Painter

Font

Calibri (Body) 11

B I U

Paragraph

Styles

Normal No Spac... Heading 1 Heading 2 Title Subtitle Subtle Em... Emphasis

Editing

Find Replace Select

When prompted, enter Meeting ID: [ ] - [ ] - [ ]

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Email the file share link for exhibits to: Choose an item Court Contact Information Choose an item.

9. Choose correct Court Contact Information.

**THE MOVING PARTY**

I hereby certify that parties or counsel of record

- Choose an item.
- 246th District Court- <https://justex.net/Courts/Family/FamilyCourt.aspx?crt=52>
- 247th District Court- <https://justex.net/Courts/Family/FamilyCourt.aspx?crt=53>
- 308th District Court- <https://justex.net/Courts/Family/FamilyCourt.aspx?crt=55>
- 310th District Court- <https://justex.net/Courts/Family/FamilyCourt.aspx?crt=57>

Counsel for Moving Party

When prompted, enter Meeting ID: [redacted] - [redacted] - [redacted]

*To join Zoom with video you will need to have an electronic device with an internet connection. You may use a smart phone, iPad/tablet, or webcam with sound and video capabilities. You will also need to install the free Zoom App before the proceeding begins. To join Zoom using a phone (audio only) dial (346) 248-7799 and enter the Meeting ID listed above.*

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*Email the file share link for exhibits to:* Choose an item.

*Court Contact Information:* Choose an item.

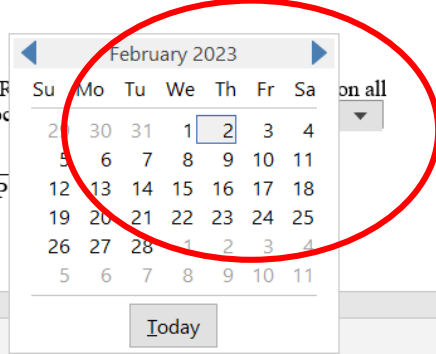
**THE MOVING PARTY SHALL SERVE THIS NOTICE ON ALL OTHER PARTIES OR COUNSEL OF RECORD AND FILE WITH THE COURT.**

**Certificate of Service**

I hereby certify that a true and correct copy of this Notice of F  
 parties or counsel of record according to the Texas Rules of Civil Proc

\_\_\_\_\_ Counsel for Moving P

11. Sign.



10. Select date of service of notice.