

# TUTORIAL: NOTICE OF REMOTE COURT PROCEEDING

Judge Gloria E. López  
308th District Court  
February 02, 2023

STYLE OF THE CASE:

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

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

In the District Court of  
Harris County, Texas

NOTICE OF REMOTE COURT

This matter is set for a court proceeding by remote

le of Motion] on:

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

Zoom Video/Audio Conference

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

When prompted, enter Meeting ID: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

1. Type in Cause No.

2. Type in Style of the Case

3. Choose Court

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 [redacted] 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: [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.*

**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.

8. Choose correct email .

Court Contact Information: Choose an

Choose an item.

**THE MOVING PARTY SMALL STATE OF TEXAS**

- 246exhibits@justex.net
- 247exhibits@justex.net
- 308exhibits@justex.net
- 310exhibits@justex.net

**ALL OTHER PARTIES OR COUNSEL OF THE COURT.**

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.  
**THE MOVING PARTY** 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>

I hereby certify that parties or counsel of record \_\_\_\_\_  
Counsel for Moving Party

9. Choose correct Court Contact Information.

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.

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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

February 2023  
Su Mo Tu We Th Fr Sa on all  
2 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 29 30 31  
5 6 7 8 9 10 11  
Today

11. Sign.

10. Select date of service of notice.