

Cause Number _____

Print cause number and other court information above exactly as it appears on the petition filed in this case.

In the: (check one):

- _____ District Court
Court Number County Court at Law
 Constitutional County Court
 Justice Court

_____ County, Texas

Motion for Use of Emergency Procedures

I am filing this Motion for Use of Emergency Procedures. The information the Court needs about my request is below.

1. Authority

Pursuant to the Supreme Court’s First Emergency Order Regarding the COVID-19 State of Disaster (Misc. Docket No. 20-9042) and subsequent orders including its 17th Emergency Order (Misc. Docket No. 20-9071), this court may allow or require anyone involved in any hearing, deposition, or other proceeding of any kind—including but not limited to a party, attorney, witness, or court reporter, but not including a juror—to participate remotely, such as by teleconferencing, videoconferencing, or other means; and subject to constitutional limitations.

Under Rule 7(a)(6)(b) of the Texas Rules of Judicial Administration, the court can let parties appear by telephone to expedite the disposition of cases its docket, to the extent consistent with safeguarding litigants’ rights to the just processing of their causes.

2. Information about the Parties

Movant

You

I am the Movant—the person filing this motion for use of emergency.

I am representing myself. I do not have a lawyer.

My name is: _____
Print your full name.

I live at: _____
Print your address.

My email address is: _____

My phone number is: _____

Respondent 1

Respondent 1’s name is:

_____ **Print Respondent 1’s full name.**

Respondent 1 lives at:

_____ **Print Respondent 1’s address**

Respondent1 ’s email is:

Respondent 1’s phone number is:

Respondent 2

Respondent 2’s name is:

_____ **Print Respondent 2’s full name.**

Respondent 2 lives at:

_____ **Print Respondent 2’s address**

Respondent 2 ’s email is:

Respondent 2’s phone number is:

3. Agreement

The parties have agreed to this motion and will submit an agreed order to the Court for approval. (If the parties all agree to this, everyone should sign this motion.)

The parties have not agreed to this motion.

4. Request for Remote Participation in Proceedings. (Check if applicable)

I ask the Court to allow remote appearance in the following hearing or trial because:

(Write why you are asking the court to allow remote participation) _____

I ask that the following procedures apply for a stated period ending no later than thirty days after the state of disaster in this county is lifted.

I ask that the Court allow require anyone involved in any hearing, deposition, or other proceeding of any kind in this case—including but not limited to a party, attorney, witness, or court reporter, but not including a juror—to participate remotely, such as by teleconferencing, videoconferencing, or other means.

For each proceeding, the Court should specify:

- 1) Which means of remote participation are permitted;
- 2) Who is responsible for setting up the means for each person to participate remotely;
- 3) How the public can access the proceedings, if the proceedings are required to be open to the public;
- 4) If the parties must provide the Court with an electronic copy of all orders, pleadings, returns of citations, and other documents filed with the district clerk that are relevant to the hearing or conference, the address to which the parties must e-mail those documents, either as attachments to the e-mail or accessible through an e-mailed link to a cloud storage service, and the deadline for e-mailing the documents;
- 5) The address to which each party must e-mail the party's exhibits to the Court before a hearing or conference, either as attachments to the e-mail or accessible through an e-mailed link to a cloud storage service specified by the Court, the format(s) the Court requires the exhibits to be in (for example, PDF), the manner in which the subject line of the e-mail is to be presented, the deadline for e-mailing the exhibits, and whether the party must copy on this e-mail all other parties who have filed pleadings or otherwise made an appearance in the suit;
- 6) The other documents (for example, financial information statement, pay statements, tax returns with redacted Social Security numbers) the Court requires each party to e-mail to the Court before the hearing or conference, either as attachments to the e-mail or accessible through an e-mailed link to a cloud storage service specified by the Court, the format(s) the Court requires the documents to be in, the deadline for e-mailing the documents, and whether the party must copy on this e-mail all other parties who have filed pleadings or otherwise made an appearance in the suit;
- 7) If a party wants the Court to consider certain statutory or case law, the format(s) the Court requires the documents to be in, the deadline for e-mailing the documents, and whether the party must copy on this e-mail all other parties who have filed pleadings or otherwise made an appearance in the suit; and
- 8) The consequences to a party if the party fails to comply with subsections (4), (5), (6), and (7).

5. Request to Appear Away from Court's Usual Location

I ask that the Court, after reasonable notice and access to the participants and the public, conduct proceedings away from the court's usual location.

**6. Request to Consider Sworn Statements and Unsworn Declarations
As Evidence (check if applicable)**

I also ask that the Court consider as evidence sworn statements and unsworn declarations made out of court. Unless waived by each party, the Court should require each out-of-court

sworn statement and unsworn declaration to be served on each party not less than 5 days before the hearing in which it is to be considered as evidence. Unless waived by each party, the Court should require an out-of-court sworn statement or unsworn declaration offered as rebuttal evidence to be served on each party not less than 3 days before the hearing in which it is to be considered as rebuttal evidence.

7. Request for Notification of COVID-19 Illness

I ask that the Court require every participant in a proceeding, including any court hearing, jury trial, arbitration hearing, deposition, conference of the parties, conference with the Court, mediation, or collaborative law team meeting, to alert all parties before the proceeding if the participant has, or knows of another participant who has, COVID-19 or flu-like symptoms, such as a fever, cough, shortness of breath, or other symptoms reported by the Centers for Disease Control and Prevention at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

I ask that the Court require every participant in a court hearing, jury trial, or conference with the Court to alert the Court before the proceeding if the participant has, or knows of another participant who has, COVID-19 or flu-like symptoms, such as a fever, cough, shortness of breath, or other symptoms reported by the Centers for Disease Control and Prevention at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

8. Prayer

I ask that the Court grant this Motion for Use of Emergency Procedures and that the Court make all other and further orders that are deemed necessary and equitable for proceedings in this suit.

Sign your name here—should match “movant” info from Page 1

If this motion is agreed, Respondent 1 should sign above

If this motion is agreed, Respondent 2 should sign above

Certificate of Conference (check if applicable)

I certify that a reasonable effort has been made to resolve the issues addressed in this motion without the necessity of court intervention and has failed.

Sign your name here—should match “movant” info from Page 1

Notice of Hearing

The above motion is set for hearing by:

telephone

other remote means, specifically _____

on _____ (date) at _____ (time).

SIGNED on _____ (date).

Judge or Clerk

Certificate of Service

I certify that I delivered a copy of this document to each party in this case, or if a party is represented by a lawyer to the party's lawyer, by: **(Check one.)**

Hand delivery to the other party or parties: _____

Hand delivery to the other party's lawyer: _____

Email to this email address: _____

Certified mail, return receipt requested to this address: **(Note: This method may take too long.)**

Commercial delivery service (for example FedEx) to this address:

Fax to fax number: _____

Electronic service through the electronic filing manager. **(Note: The method is required if you electronically file (e-file) this document and the email address of the other party or their attorney is on file with the electronic file manager.)**

 _____
Signature of Movant

Date