



**Judge Hershel Stagner Jr.**

Justice Court Precinct One  
Orange County Courthouse  
801 West Division Street  
Orange, Texas 77630  
Office (409) 882-7800 / Fax (409) 882-7001  
Email [JP1@co.orange.tx.us](mailto:JP1@co.orange.tx.us)

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**Notice of Court Appearance via Zoom**

Please be advised, until the COVID-19 related governmental Orders and advisories have been lifted, we will not have any court hearings in person at the Courthouse. This is in accordance with the latest Orders and recommendations of the Texas Supreme Court, the Texas Court of Criminal Appeals, and the Office of Court Administration. Pursuant to such Orders and recommendations, this Court will utilize the Zoom platform for hearings, when feasible under the circumstances.

To appear by Zoom, you must have access to one of the following: a computer, a laptop, a tablet (such as an IPAD), or a smart phone. Your device must have a microphone, and it is best if it has a camera. It must have access to the internet. To attend a hearing by Zoom, go to <https://zoom.us>. If this is your first time to use Zoom on that device, you might be prompted to download the app from the APPStore – there is no charge for this app.

At the Zoom page, click “join.” (You may be asked “Open this page in “Zoom” and given the choice to Cancel or Open. Choose “Open”) Click “Join a Meeting” and at the “Join a Meeting” page, put in the Meeting ID: XXX-XXXX-XXX Password: XXXXXX. Click on “Join.” You can then select “Call using Internet Audio” [PREFERRED] or “Dial-in.” You will be notified by the Court of the Meeting ID and Password.

When you join, you will be in the “Waiting room” and you will only be able to enter the virtual “courtroom” when the Judge brings you in. You cannot see or hear the proceedings from the waiting room. Like the Courtroom, only parties and litigants will be invited into the virtual courtroom (“inside the rail”). The Judge and/or the Court Coordinator will be able to see you are in the waiting room. Do not attempt to notify the court that you are in the waiting room.

If you elect to use video, you will be seen by the Judge and the other participants. You will be in a Courtroom, therefore please dress appropriately. Conduct yourself appropriately, using suitable language. Make sure your clients and witnesses also understand this.

Zoom allows only one person to talk at a time; do not talk when another person is talking. Be mindful that any background noise will cause problems with a Zoom hearing. You should try to mute yourself until it is your turn to speak. Muting can be done on the device you are using.

If an attorney needs to talk to a client privately, I can place them in a private breakout room where they cannot be seen or heard by others. Unless directed otherwise, your client can appear at your office and share a device with you; or they can appear by a separate device – in your office or from another location. The prerequisites

for using Zoom and the login procedures are the same. Note that having two devices in close proximity may result in feedback problems.

If you want to attend and see/hear the proceedings of the hearing, you will have to watch via YouTube as the hearing is being conducted live. Please visit this website for the YouTube channel directory: <https://www.txcourts.net/youtube-channel-directories>. If they enter through Zoom, they will not be able to see or hear the proceedings.

This is exactly like being in the Courtroom. You are absolutely prohibited from making any audio or video recordings. This prohibition is enforceable by contempt of Court, carrying a possible punishment of fines and/or incarceration in jail.

**LEARN HOW TO CHANGE YOUR SCREEN NAME TO YOUR REAL NAME. TELL YOUR CLIENTS THE SAME THING. I CANNOT RECOGNIZE YOU IN THE WAITING ROOM AND MOVE YOU TO THE COURTROOM WHEN YOUR NAME IS "IPAD" OR "OOPYDOOP4"**



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Case No # \_\_\_\_\_

\_\_\_\_\_  
**Plaintiff**  
  
VS.  
  
\_\_\_\_\_  
**Defendant**

**Type of Complaint: EVICTION**  
**Dial In/Teleconference#:346-248-7799**  
**Meeting ID: 556 680 1534**  
**Password: (#####)**

A hearing is scheduled for the above-referenced Eviction case in the Precinct One Justice Court. **You are hereby notified that the above-styled and numbered case has been SET for VIDEO/TELEPHONIC HEARING FOR EVICTION on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at 00:00 AM/PM.** Any Evidence you intend to present must be e-mailed to [JP1@co.orange.tx.us](mailto:JP1@co.orange.tx.us) at least one day prior to the hearing. Physical attendance in the courtroom by the parties or witnesses will not be allowed pursuant to the Texas Supreme Court Emergency Orders regarding the COVID-19 State of Disaster.

The court does recognize emergencies may arise which would conflict with your appearance date. In the event, this occurs, it is your responsibility to notify the court immediately of the circumstances. A Motion for Continuance must be **filed by email no later than Thursday of the week preceding trial** and must be in writing, served on the opposing party, and will be granted or denied at the discretion of the court. **Your failure to call the court and appear for trial may result in a judgment against you and/or dismissal of your claim.**

Before your court date, you may want to familiarize yourself with any applicable laws and rules for Justice Courts as well as the "Texas Property Code" which can be found at <https://www.co.orange.tx.us/Evictions>.

Issued this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

Respectfully,  
*Kay Abbott*  
Chief Clerk of the Court

**NOTICE**

As a Defendant in a Civil Case Failure to Appear as directed may result in a Default Judgment rendered against you. As a Plaintiff in a Civil Case Failure to Appear shall result in dismissal of your case. Both Defendant and Plaintiff may bring forth witnesses having knowledge of facts of the case to testify on their behalf in his / her case.

**UNACCEPTABLE ATTIRE INCLUDES:**

Shorts, cut-offs, baggy pants, do-rags, or hats. Muscle shirts, T-shirts, clothing indicating gang affiliation or other clothing with offensive, vulgar, racist, sexist, obscene, suggestive words, slogans, depictions or pictures; Provocative clothing designed, styled, or worn to provoke emotion, or disruption or distraction.

**VIDEO AND/OR AUDIO RECORDINGS ARE STRICTLY PROHIBITED**

**UNLESS PERMISSIONS EXPRESSLY AND SPECIFICALLY HAVE BEEN GRANTED BY THE COURT**



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## Video/Telephonic Conference Instructions

A hearing is scheduled for an eviction case in the Precinct One Justice Court. **You are hereby notified that the case has been SET for VIDEO/TELEPHONIC HEARING FOR EVICTION.**

Topic: Case No # \_\_\_\_\_

\_\_\_\_\_  
**Plaintiff**

**VS.**

\_\_\_\_\_  
**Defendant**

Time: \_\_\_/\_\_\_/\_\_\_ **00:00AM/PM**

### Join Zoom Meeting

<https://txcourts.zoom.us/j/5566801534>

**Meeting ID:** 556 680 1534

**Password:** (#####)

One tap mobile

+13462487799,,5566801534# US (Houston)

+12532158782,,5566801534# US (Tacoma)

### Dial In/Teleconference#

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

Meeting ID: 556 680 1534

Find your local number: <https://txcourts.zoom.us/u/aeB9ZSYB7R>

Join by Skype for Business

<https://txcourts.zoom.us/skype/5566801534>



1. Open the Zoom desktop client.
2. Join a meeting using one of these methods:
  - Click **Join a Meeting** if you want to join without signing in.

**zoom**

**Join a Meeting**

Sign In

- Sign in to Zoom then click **Join**.



Join

3. Enter the [meeting ID](#) number and your display name.
  - If you're signed in, change your name if you don't want your [default name](#) to appear.
  - If you're not signed in, enter a display name.

## Join a Meeting

Meeting ID or Personal Link Name

Grant MacLaren

Do not connect to audio

Turn off my video

Join

Cancel

4. Select if you would like to connect audio and/or video and click **Join**.

## Telephone

1. On your phone, dial the [teleconferencing](#) number provided in your invite.
2. Enter the meeting ID number when prompted using your dialpad.

**Note:** If you have already joined the meeting via computer, you will have the option to enter your 2-digit participant ID to be associated with your computer. If you have not joined on your computer, simply press # again when prompted to enter in your participant ID.