

CIVIL CASES

Video Conferencing Instructions:

The requesting party shall make the request in writing to the Court for a video conference with notice to all other parties. Any party objecting should notify the Court. The Court will then either grant or deny the video conference.

- Before joining a meeting on a computer or mobile device, be sure to download the free Zoom application onto your device. Otherwise, you will be prompted to download and install Zoom when you click a join link. In addition, check system requirements to avoid any connection issues.
- If a participant has difficulty connecting please notify Jo Ann Fentanes, Court Coordinator at (409) 766-2266. If the issues persists, we will give everyone a telephone conference number and proceed telephonically.
- Please note, the recording or broadcasting of any Court proceeding, including by video or telephone, is prohibited by Local Rule and order of this Court.
- All Counsel are expected to appear in business attire.
- Please remember to:
 - Enter your name and who you represent on your screen name. Example: John Doe for Plaintiff or Jane Doe (GAL)
 - Click the chat button to display Zoom Group Chat on your dashboard.
 - Mute button when you are not speaking to avoid unnecessary background noise and disruption.
 - Refrain from using the speakerphone on your mobile phone.
 - Any party needing to admit exhibits must scan them and upload them directly to the court reporter in PDF format in advance of the hearing using Dropbox at Ada.Christy@galvestoncountytexas.gov. All exhibits must be PREMARKED with exhibit stickers and the PDF file for each exhibit labeled accordingly. As required by the Texas Rules, copies of all proposed exhibits must be contemporaneously shared with all opposing counsel and/or pro se parties. All proposed exhibits should also be provided to the court as per the standard requirements for courtesy copies to joann.fentanes@co.galveston.tx.us via Drop Box or a hard copy directly to the court.
 - Exhibits are to be marked and legible on scanned copy of exhibit, i.e., SX-1 or DX-1 or even PX-1 with Cause Number.
- Dropbox Instructions:
 - Go to dropbox.com website and set up an account.
 - Sign in to account
 - Click Files in the left column
 - Hover over the file or folder you'd like to share
 - Click Share
 - Type the email, name, or group of the person (or people) you'd like to share with
 - Click Share. They'll receive an email with a link to the file or folder. Be sure to include Cause No. and who you represent.

The Courthouse is open and the public may attend the hearing in the 212th courtroom. The courtroom has marked the seating in order to comply with social distancing. Masks and gloves will not be provided, but are welcomed in the courtroom.