

CRIMINAL CASES

VIDEO CONFERNCING INSTRUCTIONS:

Defendants in jail must consent to the video conference. The jail is set up for Lifesize.

- Before joining a meeting on a computer or mobile device, be sure to download the free Lifesize application onto your device. Otherwise, you will be prompted to download and install Lifesize when you click a join link. In addition, check system requirements to avoid any connection issues. Other individuals joining with a smart phone, table or laptop instructions.
 - Click the link <https://guest.lifesize.com/1631603>
 - Enter a display name
 - Accept box checked
 - Allow mic and video if prompted
 - Join
 - Pass Code: 2120#

MAC USERS INSTRUCTIONS:

- Use the link <https://guest.lifesize.com/1631603>
- When prompted, allow use of microphone and camera
- To turn up volume on microphone and camera:
 - Go to Safari
 - Select Preferences
 - Select Website
 - Select Lifesize
 - Allow both camera and microphone
 - Close your Preferences and return to virtual hearing

JAIL SYSTEM:

Round Touch Screen Phone

- On touch screen click Call
 - Go to Meetings
 - Click on 212th District Court
 - Passcode: 2120#
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- If a participant has difficulty connecting please notify Jo Ann Fentanes, Court Coordinator at (409) 766-2266. If the issues persists, we will proceed by in Court appearance.
 - 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:
 - 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 with Case 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.