

## MEMORANDUM

To: Lawyers, parties and witnesses in the 415<sup>th</sup> District Court

From: Graham Quisenberry, Judge Presiding, 415<sup>th</sup> District Court

Date: April 16, 2020

Re: Evidence in Zoom hearings/trials

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With respect to the submission of evidence in hearings and trials conducted via the Zoom platform, the court has the following guidelines.

- All counsel and witnesses will appear via Zoom, unless the court grants permission for an alternative
- Administration of witness oaths, questioning, and objections will occur according to normal in-person procedure
- Proposed non-testimonial trial evidence shall be marked for identification and exchanged between counsel no later than 24 hours prior to the setting
- Proposed non-testimonial trial evidence shall be emailed to the court in advance of the setting
- If admitted, the court will then determine how the evidence will be physically placed into the record
- Counsel are permitted to display said non-testimonial evidence during the proceedings utilizing the Zoom camera