



# Remote Hearings for Marble Falls Municipal Court, Burnet County, Texas

Due to COVID-19 most court hearings are now *remote*. That means that most parties are able to participate by video or by phone (remotely).

## How will I know if I have a remote hearing?



Marble Falls Municipal Court will notify you if your hearing is scheduled with the option for a remote hearing. Depending on contact information that the court has, we may contact you by U.S. mail or email. We will also notify the other parties in your case.

## Will the court tell me how to join the remote hearing?



Yes. Along with your court notice, the Court will send you instructions on how to join your remote hearing using a URL link and a mobile device.

## How to Get Ready for Your Remote Hearing



Any motions or evidence you intend to present in court must be emailed to the appropriate department at least 3 business days prior to your hearing. Each party is responsible for making sure the court has received and can open your submission prior to the start of the hearing. If you have a submission that cannot be sent by e-mail, you must contact the court for instructions at least 3 business days prior to the hearing.

[court@marblefallstx.gov](mailto:court@marblefallstx.gov)



Witnesses will be able to join the hearing remotely. Each party should provide log-on instructions to any witnesses they intend to have present.



Motions for continuance should be filed no later than the timeframe indicated on your hearing notice or as instructed by the appropriate department. Continuances must be served on the opposing party and may be granted/denied at the discretion of the court. Failure to appear for the trial may have consequential hearing results.



Prior to your court date, familiarize yourself with any applicable laws and rules related to Justice Courts as well as "Local Rules of Procedure and Rules of Decorum" for Marble Falls Municipal Court.



Video and/or audio recordings are strictly prohibited unless permissions expressly and specifically have been granted by the Court.



If you need Spanish or Sign Language interpreting accommodations for your hearing, you must let the court know in advance so arrangements can be made.

Si usted necesita acomodo de interprete en español o en lenguaje de señas para su audiencia, debe informar a la corte con anticipación para poder realizar los arreglos necesarios.



Charge your computer or mobile device. Have a charger nearby in the event your device's battery is running low.

## Get Your Space Ready!



- Find a quiet place where no one will interrupt you.
- Have all your papers ready, including a list of what you want to say to the judge.
- Know what time your hearing starts and how to log on or what number to call.

## Visual & Audio Quality is Important!



- ▮ Make sure you have good internet connection
- ▮ Set the camera at your eye level. If using your phone, prop it up so you can look at it without holding it.
- ▮ Look at the camera, not the screen, when you speak.
- ▮ Sit in a well-lit room, not too dark, not too bright. No bright lights behind you.
- ▮ Mute yourself when not speaking to improve sound quality.
- ▮ Talk slowly and do not interrupt.

## What should I expect during the hearing?



- You should join the hearing a few minutes early to make sure there are no issues connecting. If you are unable to get into the hearing, you must call the court PRIOR TO THE START of your hearing.
- When you first join, the judge will take you from a “waiting room” to the “hearing room.”
- The judge will make sure you can hear and talk, and go over all the rules.
- You will see a picture or name of each person in your hearing on your screen. The first one you see is the person who is speaking.
- Everyone can hear what you say. This hearing may even be open to the public
- The judge decides most cases at the end of the hearing
- A copy of any order or judgment signed by the judge during your trial or hearing will be e-mailed to all parties to the suit or their attorneys.

## Marble Falls Municipal Court Contact Information

Phone Number: (830) 693-7173  
Email: [court@marblefallstx.gov](mailto:court@marblefallstx.gov)  
Website: [www.marblefallstx.gov/161/Municipal-Court](http://www.marblefallstx.gov/161/Municipal-Court)