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We strive to make  
your virtual court  
experience as easy as  
possible....



**HONDO**  
THIS IS GOD'S COUNTRY

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## CONTACT US

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**HONDO  
MUNICIPAL  
COURT**

**VIRTUAL COURT  
PROCEEDINGS**

## PRIOR TO HEARING

### NOTICE TO APPEAR VIRTUALLY

Prior to your hearing date you will receive a letter in the mail notifying you of your court hearing date and time as well as the Zoom Meeting ID #. If you happen to lose your court letter you can obtain your assigned Meeting ID# by contacting the Court.

Failing to appear to a virtual court hearing may result in a warrant being issued for your arrest as well as your a hold placed on your driver's license and/or vehicle registration.



# VIRTUAL HEARINGS

### Equipment requirements

- A device capable of accessing an internet connection (PC, MAC, Smart Phone, Tablet, etc.) & ability to download Zoom application.
- A fast and stable internet connection.
- A webcam attached to your PC or a built-in camera on your device that will allow the Judge to see you during the video conference.
- A microphone connected or a built- in mic that will allow you to talk to the judge.
- Attached speakers or built-in speakers that will allow you to hear.
- A working e-mail address as you may need to e-mail or receive documents.

### Purpose

- Enter a plea of not guilty and request a trial by jury or by judge.
- Enter a plea of guilty or no contest. Defendants who plead guilty or no contest have the same opportunities for payment plans, compliance dismissals, driver safety courses, deferred disposition, or requests for credit for time served.
- Request an extension of due dates or reinstate existing payment plans.
- Seek resolution of outstanding City of Hondo Municipal Court warrants.

### E-COURT PROCESS

- Requirements for courtroom etiquette and proper courtroom attire should be followed.
- Make sure to enter the meeting on time or early in order to be seen in a timely manner.
- When entering the courtroom you will be renamed to a number along with your first and last name.
- Remain muted when entering the Virtual courtroom until court personnel reaches out to you.
- You may receive instructions from court staff via the chat. Your phone number and email will also be requested during your hearing.
- You may be moved to a breakout room during court.
- If you do not respond to court personnel within a reasonable time once the chat/zoom hearing begins then you will be disconnected and will have to re-join the zoom meeting
- Correspondence will be sent via e-mail by court staff at the conclusion of court.

### Zoom Access Options

- Zoom App Download
- Directly accessing Zoom through the company website <https://zoom.us/>
- Dialing the local Zoom telephone access number 1 346 248 7799 US (Houston)

**ALL OPTIONS WILL REQUIRED THE ASSIGNED MEETING ID# TO JOIN THE HEARING**

