

COVID19 NOTICE OF REMOTE PROCEEDINGS

You have the right to and are encouraged to handle your proceedings remotely through a Zoom hearing as opposed to personally appearing before the Court on your Court date set forth in the attached Setting Notice. **The Texas Supreme Court has mandated that Remote or Virtual Hearings should be utilized in the Courts in the State of Texas, if possible. You may also be able to handle your cases through the mail or email and thus avoid a formal proceeding altogether. Citation options are listed on your citation as well as the Municipal Court website at Cibolotx.gov.**

Should you **not** wish to have your case placed on the Virtual Court docket to be conducted via Zoom, you may opt to appear personally to have your case heard by indicating your election below. For a Zoom hearing, you need to have access to a computer or smart phone with internet capabilities. **Unless we hear from you prior to the first Appearance date appearing on your Citation that you want to appear personally**, we will proceed to place your case on the Virtual docket and advise you of the date and time when you need to log on to the Zoom link we will provide to you together with the information to allow you to do so. To insure that we have your correct contact information, please complete the information below and return it to us either by mail or email. If mailed, please mail to the Clerk of the Cibolo Municipal Court at Post Office Box 826, Cibolo, Texas, 78108. If email, please e-mailed to Court@cibolotx.gov, and we will mail or email you the instructions to allow you to participate via Zoom as well as a specific time to connect with the Remote Courtroom. You will need to be timely in entering into the Remote Courtroom so that your case can be heard. When submitting your information for a remote hearing, please provide us with a copy of your driver's license or ID card as well as your case number, scheduled first appearance date as noted on your Citation and your intended plea of either "guilty", "not guilty" or "no contest". If, after the remote proceedings are concluded, documents need to be signed and fees paid. We will mail or email you the documents for your approval. Any documents which you need to sign can be signed and returned to our office either in person, through the mail or email. You can also make any required payments in person, by mail or on-line at Cibolotx.gov. **In the event you mail in your payment or the signed documents, it is advisable that you contact the Court Clerk within 5-6 days after mailing to confirm that the Clerks have received your documents and/or payments.**

****When participating via Zoom in the Virtual Courtroom, you will need to strictly comply with the time deadlines provided to you by the Court or be subject to further Orders from the Court****

REPLY FORM

Citation #: _____

Court date: _____

Plea: (circle one) **GUILTY** **NO CONTEST (No plea)** **NOT GUILTY**

_____ I understand my recommended right to have my case heard remotely via Zoom, but waive that right and elect to personally appear before the Court.

_____ I understand that my case will be heard remotely via Zoom, and that I will be advised of the date and time for the virtual hearing. I affirm that the information below is my true and correct contact information where I may be reached to be provided with Zoom instructions and any documents which may need to be forwarded to me by the Court. I am providing the court with a copy of my picture I.D.

Signature Date

Printed name

Phone number

Mailing address

Email address