



## Instructions for Attending Court

As directed by the Texas Supreme Court's emergency order, Jacinto City will conduct all court proceedings by the Zoom conferencing system. Participants may attend court using the Zoom application on a computer, tablet or phone. This allows participants to have a two-way audio and video conference. Participants may also attend court as an audio only conference call by using any telephone. If there are special circumstances that prevent participants from using the Zoom system, they should contact the court at [court@jacintocity-tx.gov](mailto:court@jacintocity-tx.gov) or 713-674-8424 in order to make other arrangements.

### Computer Instructions (Audio & Video)

1. Go to **zoom.us**
2. If you do not have a Zoom account, you must create one (free).
3. Log into Zoom
4. Select **"JOIN A MEETING"**
5. Enter Meeting ID# **421 922 0818**
6. Enter Passcode # **194620**
7. You will be automatically placed in a waiting room until the host admits you into the virtual courtroom. Please be patient, this may take a few minutes. Once placed into the virtual courtroom, please remain muted and listen carefully to the bailiff's instructions.
8. When it is your turn to see the judge, the host will place you in the judge's virtual meeting room. If you have any difficulty communicating with the judge, please use the chat feature and type any questions that you may have.
9. After seeing the judge, the host will send you to a clerk or to a waiting room until a clerk is available. The clerk will document the Court's decision and provide any additional directions needed. You will be asked to provide ID by placing it in front of your device camera.

### Tablet & Phone Instructions (Audio & Video)

1. Install the Zoom application from the Apple App Store or the Google Play Store
2. Create a free Zoom account.
3. Open the Zoom application.
4. Log into Zoom
5. Select **"JOIN A MEETING"**
6. Enter Meeting ID# **421 922 0818**
7. Enter Passcode # **194620**
8. You will be automatically placed in a waiting room until the host admits you into the virtual courtroom. Once placed into the virtual courtroom, please remain muted and listen carefully to the bailiff's instructions.
9. When it is your turn to see the judge, the host will place you in the judge's virtual meeting room. If you have any difficulty communicating with the judge, please use the chat feature and type any questions that you may have.

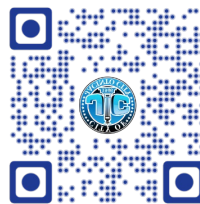
10. After seeing the judge, the host will send you to a clerk or to a waiting room until a clerk is available. The clerk will document the Court's decision and provide any additional directions needed. You will be asked to provide ID by placing it in front of your device camera.

### **Basic Telephone Instructions (Audio Only)**

1. Before connecting to the court session, please find a quiet place and be sure that your phone is charged or plugged in if needed.
2. Dial **346 248 7799**
3. When prompted, enter meeting ID: **421 922 0818**
4. When prompted for participant ID just enter the **# Symbol**
5. When prompted, enter Passcode: **194620**
6. You will be automatically placed in a waiting room until the host admits you into the virtual courtroom. The host will ask your name in order to identify you on their computer screens.
7. Once placed into the virtual courtroom, please remain muted and listen carefully to the bailiff's instructions
8. When it is your turn to see the judge, the host will place you in the judge's virtual meeting room. If you have any difficulty communicating with the judge, please use the chat feature and type any questions that you may have.
9. After seeing the judge, the host will send you to a clerk or to a waiting room until a clerk is available. The clerk will document the Court's decision and provide any additional directions needed.

**Payments to the court can be made in person at city hall or by using our online service.**

**Pay in person**  
City Hall  
1301 Mercury Drive  
Houston, TX 77029



**Pay Online**  
Follow Link at:  
**Jacintocity-tx.gov**  
Or Scan QR Code

Contact the court by email at [court@jacintocity-tx.gov](mailto:court@jacintocity-tx.gov)

Contact the court by phone at 713-674-8424.

Please have your citation number and TDL # when contacting the court.