



JUDGE JULI A. MATHEW, PRESIDING  
COUNTY COURT AT LAW NO. 3

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### INSTRUCTIONS FOR VIDEO HEARINGS

- **Required equipment**
  - a smart/cell phone with camera; or
  - a computer with camera and microphone and access to internet service.
- **Software**
  - County Court at Law NO. 3 only used Zoom video conferencing. Please download the Zoom Client well in advance of the hearing:
    - The free app for smartphone is available at the Apple App Store for iPhones and Google Play for Androids.
    - The Free Software for your computer is available at Zoom.us. Click on the “Resources” tab at the top right and select “Download Zoom Client.”
  - You do not have to register with Zoom, but it is encouraged and it is free.
- **Setting your video hearing**
  - Only contact the Probate Auditor at (281) 344-3912. You may need to leave a message initially; however, our staff does have the ability to receive messages and return calls remotely.
  - Once confirmed, the Court will send the Attorneys of Record on file only the ZOOM link with additional information is required (ie, missing Orders, etc.)
    - **NOTE:** Attorneys are responsible for sending the link and information to their clients and witnesses if they will need to join the hearing from another location separate from the attorney. It is encouraged that the clients meet at their attorneys office to minimize waiting time.
  - On the day of the hearing, please click the link at least 5 minutes before your hearing to confirm.
  - The Court will only accept testimony if the video and audio is working. Should you have technical difficulties, the Judge may reset your case to the next available docket date.
- **What to expect when you sign on to Zoom for your hearing**
  - Courtroom Decorum – We will continue to observe appropriate courtroom decorum, and demeanor. Remote hearings are still official Court hearings.
  - The Court Reporter will also appear remotely via Zoom for Guardianships and Ancillary Dockets.
    - **Recording of any Probate Proceeding by anyone other than the Court Reporter is strictly prohibited by Administrative Order.**

- Interpreters may appear by audio only through Zoom; however they should have access to a computer screen to be able to receive viewed documents that may need translating.
- Documents can be shared with participants using the “Chat” tab in Zoom. Use the “To:” drop-down selection to choose to whom to send your document and click the “File” button to upload your document. Zoom can upload documents directly from your computer or from your Dropbox, Box, Google Drive, and One Drive. Additional set up may be required. See <https://zoom.us/integrations> for more.
- **For uncontested dockets**
  - Probate of Wills, Heirships, and Administrations, and Guardianships
    - Testifying parties will be placed under oath.
    - For the Probate of Wills - The Court will have reviewed the purported testamentary document filed by the parties. You may ask that the judge take judicial notice that the purported document is an original document, then ask your prove up questions.
    - Proceed as usual during the hearing.
    - Documentary evidence may be submitted and offered using the “file” upload button on the right side in the “Chat” section.
    - At the conclusion of the hearing, the Court will sign the judgment/order and return any signed Orders through a workflow process to the County Clerk's Office. Please follow this required sequence:
      - Sign, execute, and file the testimony that has been reduced to writing as appropriate for your case (e.g. Proof of Death and Other Facts, Witness Statements, Proofs of Signature, or Proof by a Subscribing Witness) as “no fee documents”.
      - **IMPORTANT: Please do not execute the oath until the signed Order Probating Will or Judicial Declaration of Heirs and Order Appointing Administrator or the Order Appointing Guardian.**
      - You may then contact only the County Clerk (281) 341-8665 for copies of any signed Orders.
    - Original Wills and Bonds may be delivered in person to the Fort Bend County Clerk’s Office at 1422 Eugene Heimann Circle, Richmond, Texas 77469.
      - The County Clerk’s mailing address for probate matters is:
 

Fort Bend County Clerk  
301 Jackson St., Room 101  
Richmond, Texas 77469  
Phone: (281) 341-8665