

Virtual Court Guidelines

San Antonio Municipal Court offers virtual court for contested hearings/trials in situations where the litigants and other court participants are able to participate remotely. Virtual court is also offered to individuals who wish to speak to a judge by appointment to resolve their case.

Services we are able to provide through our Virtual Court:

- **Pretrial Conferences/Hearings/Trials-** Based on the guidance from the Office of Court Administration contested matters may be set by the court's discretion. You will receive a notice by mail or email of the time and date for the hearing.
- **Initial a hearing request to speak to a judge-** You may request hearing to speak to the judge to request extensions, payment plans, community service, proof of compliance dismissals, probation or driver safety course requests.

Requirements

You must have an electronic device that is compatible with ZOOM. (iPhone, Android, tablets, laptops, and home computers with video capability should be compatible).

Run a test via the Zoom platform here: <https://zoom.us/test>

See here for more detail regarding system requirements and 'Getting Started' guides for "Desktop" (computer use) or "Mobile" (smartphone use):

<https://support.zoom.us/hc/en-us/categories/200101697-Getting-Started>

How to contact us / initiate a request:

To request an online court appearance with a judge, please [click here](#) or email us at sacourt@sanantonio.gov. Please provide the following information: NAME, DOB, HOME ADDRESS, TELEPHONE NO., EMAIL ADDRESS, CASE NUMBER, PREFERRED DAY OF THE WEEK AND TIME FOR HEARING.

Attach any documentation that you wish to provide to the judge within the email. Please use Adobe PDF format when possible. Due to security issues, other formats may get rejected. If you have not received confirmation that your documents were received within 24 hours prior to your court session or if you have any questions, please call 210-207-8970.

Expectations

1. Ensure to set aside 30-45 minutes of time for the appointment.
2. Select a room environment that allows you to focus on discussing your case with the judge and minimize interruptions or background noise.
3. Be patient with unexpected technical issues or inactivity during the session as we work through the technical challenges of a virtual docket.
4. Have your documentation at hand to review along with the judge.

Disclaimer: *In accordance with the Office of Court Administration, all court settings are open to the public. Our virtual dockets will be broadcast via a public website. Additionally, cases needing a plea will be recorded and maintained as a record by the court.*