

## Virtual Courtroom Guidelines

**Failure to follow the guidelines will prompt the Court Bailiff to remove the Defendant from the virtual courtroom until compliance is achieved.**

- **Dress code strictly enforced** - Inappropriate attire will not be permitted. Dress code is the same as if you were appearing in-person in the courtroom.
- **Avoid background noise and distractions** - Ensure your environment is conducive to attend virtually. Turn off and put away other devices (T.V., radio, etc.) so you can give your full attention to the proceedings.
- **Do NOT record these proceedings.**
- **Proper respect for the Court process shall be adhered to at all times.**

### **Expectations at your E-Court Appearance:**

- Set aside at least 30-60 minutes of your time for the hearing.
- Have your documents ready and available to review with the Judge.
- Be patient with unexpected technical difficulties or inactivity during the hearing as the court staff works through the new challenges of a virtual court docket.
- Upon arrival, you will be placed in a virtual waiting room. A Court Clerk will provide you access to the Virtual Courtroom once she is ready to check you in.

### **At your E-Court Appearance, you have several options. You can:**

- Enter a plea of GUILTY or NO CONTEST. Defendants who plead guilty or no contest via the E-Court Appearance have the same options for payment plans, compliance dismissals, driver safety course, or deferred disposition.
- Enter a Plea of NOT GUILTY and request a trial by judge or trial by jury. You will be able to speak with the Prosecutor. Please note that Jury Trials may not be held via the E-Court Appearance option and will require you to appear for trial in person at the Coppell Municipal Court.
- Request an EXTENSION of the due dates established by a previous judgment and/or payment plan. You will need to be prepared to provide the extenuating circumstances to the judge as to why an extension is needed.
- Resolve outstanding Coppell Warrants.

### **Payment Requirements:**

- If the Judge authorizes Deferred Disposition or Driver's Safety Course, you will be required to pay the applicable fee(s) immediately after your E-Court Appearance, unless otherwise ordered by the Judge.
- If you are unable to pay your fine, the Judge may authorize an Extension to Pay of up to 30 days. If you have no ability to pay your fine, you may request the Judge to consider alternative means to satisfy the judgment.
- If the Judge authorizes a Payment Plan, you will be required to make an initial payment immediately after your E-Court Appearance. The Judge will consider your financial circumstances and prior payment history when deciding how much and when payments will be due.
- For all payment arrangements, you must contact the Court Clerk's Office immediately after your E-Court Appearance at 972.304.3650.