

WebEx Hearing Instructions

Judge Edward L. Morris

In accordance with [General Order 2021-06](#), effective July 1, 2021 and continuing thereafter until ordered otherwise, all hearings before Judge Edward L. Morris will be conducted in one of the following three ways depending upon the nature of the proceeding: (1) in a remote only mode (by video and telephone via the Court's WebEx platform); (2) in an in-person only mode (before the Court in the courtroom); or (3) in a hybrid mode (enabling participants to appear in person or remotely).

General Information:

These instructions apply solely to remote only and hybrid hearings. For such hearings, subject to compliance with the procedures and requirements set forth herein, all counsel and other parties in interest are permitted to attend and participate in the hearing remotely without first obtaining permission of the Court to do so. Those who plan to actively participate in the hearing are encouraged to attend in the WebEx video mode using the WebEx video link below. Those who will not be seeking to introduce any evidence at the hearing and who wish to attend the hearing in a telephonic only mode may attend in the WebEx telephonic only mode using the WebEx dial-in and meeting ID below.

For WebEx Video Participation/Attendance:

Link: <https://us-courts.webex.com/meet/morris>

For WebEx Telephonic Only Participation/Attendance:

Dial-In: 1.650.479.3207

Meeting ID: 473 581 124

Participation/Attendance Requirements for Remote Only and Hybrid Hearings:

- Remote attendees should join the WebEx hearing at least 10 minutes prior to the hearing start time. Please be advised that a hearing may already be in progress. During hearings, attendees are required to keep their lines on mute at all times that they are not addressing the Court or otherwise actively participating in the hearing. **The Court reserves the right to disconnect or place on permanent mute any attendee that causes any disruption to the proceedings.** For general information and tips with respect to WebEx participation and attendance, please see [Clerk's Notice 20-04](#).
- For (a) remote only hearings and (b) hybrid hearings at which the Court has pre-authorized a witness' remote attendance and participation, **witness testimony must be provided with the WebEx video function activated.** Except in extremely rare, emergency situations in which the Court determines that cause exists to waive the prohibition or where such form of testimony has been pre-authorized by the Court, **witnesses may not provide testimony by telephone alone.**
- Counsel and parties in interest are also required to comply with Judge Morris' [Telephonic and Videoconference Hearing Policy](#) (click on Judge-Specific Guidelines tab and then click on link to Telephonic and Videoconference Hearing Policy).

Exhibit Requirements for Remote Only and Hybrid Hearings:

- Any party intending to introduce documentary evidence at the hearing must file an exhibit list in the case with a true and correct copy of each designated exhibit filed as a separate, individual attachment thereto so that the Court and all participants have ready access to all designated exhibits.
- If the number of pages of such exhibits exceeds 100, then such party must also deliver two (2) sets of such exhibits in exhibit binders to the Court by no later than twenty-four (24) hours in advance of the hearing, unless the hearing will be conducted in a hybrid format and counsel will be presenting the binders to the Court, in person, at the commencement of the hearing.
- For any witness that is to be called to testify remotely, the party calling the witness must, in advance of the hearing, supply the witness (or counsel for the witness, as appropriate) with paper copies of all designated exhibits for the hearing.

Notice of Hearing Content and Filing Requirements:

For **REMOTE ONLY** hearings:

- The Notice of Hearing filed in the case and served on parties in interest must: (1) provide notice that the hearing will be conducted by WebEx videoconference only, (2) provide notice of the above WebEx video participation/attendance link, and (3) attach a copy of these WebEx Hearing Instructions or provide notice that they may be obtained from Judge Morris' hearing/calendar site: <https://www.txnb.uscourts.gov/judges-info/hearing-dates/judge-morris-hearing-dates-0>.
- When electronically filing the Notice of Hearing via CM/ECF select "at <https://us-courts.webex.com/meet/morris>" as the location of the hearing (note: this option appears immediately after the first set of Wichita Falls locations). Do not select Judge Morris' Fort Worth courtroom as the location for the hearing.

For **HYBRID** hearings:

- The Notice of Hearing filed in the case and served on parties in interest must: (1) provide notice that the hearing will be conducted both in person and by WebEx videoconference, (2) provide notice of the above WebEx video participation/attendance link, and (3) attach a copy of these WebEx Hearing Instructions or provide notice that they may be obtained from Judge Morris' hearing/calendar site: <https://www.txnb.uscourts.gov/judges-info/hearing-dates/judge-morris-hearing-dates-0>.
- When electronically filing the Notice of Hearing via CM/ECF select Judge Morris' Fort Worth courtroom as the location for the hearing. Do not select Judge Morris' WebEx videoconference link as the location for the hearing.