



**Honorable Cheryll Mabray**  
**Judge**  
**Child Protection Court of the Hill Country**

Tel: (325) 247-7747

Post Office Box 846  
Llano, Texas 78643

[cheryll.mabray@txcourts.gov](mailto:cheryll.mabray@txcourts.gov)

February 28, 2021

RE: Court Procedures for Coronavirus (COVID -19)

The situation with Coronavirus (COVID-19) continues to evolve, having a huge impact on the judicial system.

Courts are instructed to take an active role in slowing the spread of the virus by limiting all non-essential hearings. The Office of Court Administration and the Regional Presiding Judges have directed all Child Protection Courts to reschedule or postpone in person non-essential hearings. Emergency or essential hearings are to continue using precautions to control the risk of contracting and/or spreading the virus. All deadlines and dismissal dates will continue to be modified pursuant to Texas Supreme Court emergency orders.

PLEASE NOTE\*\*\*\* My Court dockets will be updated on [cpdockets.txcourts.gov](http://cpdockets.txcourts.gov), **Child Protection Court of the Hill Country**, a few days in advance of each court date. The dockets will list each case and a time each will be heard. All future hearings will be heard on the reoccurring Zoom court link <https://txcourts.zoom.us/j/92954537610>.

Attorneys are responsible for notifying their clients of the docket information, the rules of the Court and zoom link to insure their attendance & compliance. Keep this information as we are no longer sending emails with the zoom link & docket details prior to each hearing.

Due to time constraints and the required use of You Tube, if a child wants to visit with the Court, please make prior arrangements to do so remotely or in a different location.

I will enter all agreed orders that are submitted without the necessity of a hearing. Rule 11 agreements are encouraged. Also, hearings are limited to the issues required by statute unless a motion was timely filed & set, or emergency circumstances exist. All other issues will not be heard.

Further, the Order regarding visitation previously issued by this Court is hereby lifted. All previously suspended in-person visitations due to COVID-19, including but not limited to parent-child visitations and sibling visitations, are to resume in accordance with the Orders of

02-2021

this Court. In an effort to mitigate the spread of COVID-19 and to protect all parties, all in-person visitation must maintain compliance with current CDC guidelines.

BURNET and LAMPASAS final orders are to be prepared by the County Attorney, unless otherwise ordered or agreed, and shall be circulated to all parties no later than two weeks after mediation or trial. All proposed changes must be submitted to the attorney preparing the order by deadlines set by the preparer. The final order will be submitted to the Court by noon on the Friday before the case is set for submission hearing. The order will then be signed as it exists, with or without the signatures of all parties.

### **DOCKET NOTICE/RULES**

- **All dockets will be heard with assistance from Zoom.com;**
- **NOBODY will appear in person or be present in the Courthouse.**
- **IT IS THE RESPONSIBILITY OF EACH ATTORNEY, CPS WORKER & CASA TO CONTACT THEIR CLIENTS / PARENTS / CAREGIVERS BEFORE COURT & TO REVIEW THE COURT'S ZOOM RULES TO MAKE SURE THEY UNDERSTAND & WILL COMPLY. If they are not in compliance with these rules, they will not be allowed to participate.**
- **ATTORNEYS, CASA AND CASEWORKERS – PLEASE REMIND EVERYONE THAT RECORDING OF THE COURT HEARINGS OR LIVE STREAM IS PROHIBITED. VIOLATION MAY CONSTITUTE CONTEMPT OF COURT AND RESULT IN A FINE UP TO \$500 AND/OR A JAIL TERM NOT TO EXCEED 180 DAYS.**
- **In an effort to control the number of people coming into the Zoom waiting room and so we can identify them, PLEASE review the following instructions for this and future hearings:**
  - **Everyone attending the Zoom hearing is to VISUALLY appear.**
  - **Although the hearings are held remotely, they are recorded & proper courtroom etiquette & decorum are required as if we were physically present in the courtroom.**
  - **ONLY parties, their attorneys, CASA, the child (if 10 years or older) and caregivers should be coming into the Zoom waiting room. Please provide everyone else the Court's You Tube public access channel link.**  
[https://www.youtube.com/channel/UCtzUCZTTVbiXv\\_qi7YSpbig](https://www.youtube.com/channel/UCtzUCZTTVbiXv_qi7YSpbig)
  - **No other person, noise, or distractions shall be in the room with the Zoom hearing participant.**
  - **In the event an attorney needs to call a witness who is not in the hearing, then the attorney should text the witness AT THAT time to call in or log on so that**

when they are needed & properly identified, the Court may bring them into the hearing from the waiting room.

- People joining the meeting with a smart phone or computer **MUST** enter their legal name so that the Court can identify them. We **WILL NOT** take time bringing them into the courtroom for identification. Those without a legal name will not be brought into the courtroom.
- Attorneys, CASA and caseworkers - anyone who will be calling in on a telephone that is not a smart phone, please tell the Court the last three numbers of that person's phone number, so that the Court can identify them without bringing them into the courtroom.
- People who are not in compliance with these instructions or not identified by the attorneys, Casa or caseworkers, will not be brought into the Courtroom.
- Everyone **MUST** log in 10 minutes before their designated Court time & you will remain in the waiting room until the hearing is called. Participants must also make sure that they have consistent & reliable service.
- The Court will hear cases during the time designated, although if the Court is running ahead of schedule, a case could be called a few minutes early. If someone is not in the waiting room when the case is called, they may be admitted into the hearing if they are properly identified pursuant to the above, but they will not be allowed to participate. The Court will not wait for everyone to appear nor will the hearing be restarted.
- There is not time to confer. Please do so ahead of time. All attorneys and guardian ad litem must confer on all new cases before the designated Court time.
- All proposed exhibits must be emailed to the Court at [cheryll.mabrav@txcourts.gov](mailto:cheryll.mabrav@txcourts.gov) copying the opposing party, at least 24 hours prior to the hearing.
- The docket has been made pursuant to scheduling orders or specially arranged hearings. All parties, their attorneys, and the guardian ad litem are ordered to appear at each setting and to remain until excused by the Court.
- Attorneys who cannot participate are ordered to immediately notify the Court and the attorneys of record and arrange for another attorney to represent their client(s) on the docket.
- **ATTORNEYS AND CASEWORKERS PLEASE REMIND EVERYONE OF THE PROPER ATTIRE FOR COURT.**

**CPS COURT REQUIRED DRESS CODE**

- **NO SHORTS, TANK TOPS, UNDERSHIRTS, STRAPLESS SHIRTS OR DRESSES, SPAGHETTI STRAP SHIRTS OR DRESSES, CROP TOPS, SEE-THROUGH OR MESH CLOTHING, T-SHIRTS WITH PROFANE LANGUAGE OR IMAGES, HATS, FLIP FLOPS, SAGGING PANTS, SWEATPANTS, PAJAMA PANTS, RIPPED OR DISTRESSED JEANS.**
- **ALL MEN'S SHIRTS MUST BE TUCKED IN.**
  
- **PERSONS WEARING ANY OF THE ABOVE WILL NOT BE ALLOWED ENTRY TO THE COURTROOM AND WILL BE REQUIRED TO CHANGE CLOTHES AND RETURN.**

Thank you for your patience and support during these unprecedented times.

Sincerely,

Cheryll Mabray  
Judge Presiding