

## Instructions for Tax Zoom Hearings

You should plan to attend the conference by Zoom- **Meeting ID:** 952 5380 3920.

The court proceedings *will be televised* on YouTube at **Senior Judge Elma Salinas Ender** channel.

**Zoom Conferences - Covid 19:** Hearings on the tax court docket for the 49<sup>th</sup>, 341<sup>st</sup>, 111<sup>th</sup> and 406<sup>th</sup> District Courts will be held via video zoom conference.

**Have an Attorney?** Contact your attorney *at least one day* before the hearing for instructions on how to attend by zoom.

**Don't Have an Attorney?** *Read everything* below about attending court by zoom videoconference.

**Want To Work Out an Agreement With The Taxing Entities?** You are strongly encouraged to contact the attorneys' offices (Webb County, City of Laredo, UISD, LISD, LC, Webb ISD) *before the day* of the hearing to see if an agreement or arrangement to pay the delinquent taxes can be reached.

**Televised Open Session Proceedings: Remember you are in Court.** Parties and attorneys should dress appropriately. Even though you are appearing on zoom this is an official court proceeding. In addition to a court reporter taking down the official court record, the proceedings are televised and recorded. The Court may remove or sanction any person who fails to act or dress appropriately.

**If you Don't Have an Attorney:** *Read everything* below about attending court by zoom videoconference.

**Advise the Court Coordinator\* You Wish to Appear Before the Court:** Advise the court coordinator by phone or by email *no later than the day before the hearing* you intend to appear before the court.

**Notify the Court Coordinator\* if you Need an Interpreter:** If you need an interpreter, call the court coordinator *no later than the day before* the hearing to make sure that arrangements are made.

**The Day before (or Earlier) the hearing date, check Equipment needed:** To appear via video conference on Zoom, you will need to have an electronic device with an internet connection. You may use a (1) smart phone, (2) iPad/tablet, or (3)webcam/built-in camera on your computer *with sound and video*.

**The Day before (or Earlier) the Hearing Day, Download the Zoom App:** You will also need to install the ZOOM APP before the day of the hearing at [www.zoom.us](http://www.zoom.us). After you download the application, you may attend tutorials on the zoom site (at a minimum) the day before the hearing.

**Instructions for the Day of the Hearing:** About 5 minutes before the start of the hearing, go to zoom.us. The Court expects you to appear *by video* on zoom.

**Waiting Room:** Upon joining the session, you will be placed in a **virtual waiting room** with everyone else (including lawyers, parties). Don't be surprised if you don't hear anything. Everyone is muted. You will not be able to speak with or hear anyone else in the waiting room. **Please be patient.** You should remain in the waiting room until your case is called. The Court will admit you into the session when it is your turn.

**Private Conference Chat Room:** After the court calls your case, the court may decide to place the parties and/or attorneys in a private conference, where you may privately speak to the attorneys on the other side about the case.

**Televised Proceedings:** Viewers on the YouTube Channel will not be able to listen in or see the participants in the waiting room or private chat rooms. The proceedings *in open session* are televised on YouTube. <http://streams.txcourts.gov/> or <https://www.youtube.com/channel/UCJKFM0uyOYAwZzR8DYodmSg>

**Please be Patient:** The proceedings could take longer than if they were being held in a courtroom.

**Tax Court Coordinator:** If you have any questions after reading everything, contact the court coordinator *before the day of the hearing*, either **by phone (956) 523-4239** or by email [talfaro@webbcountytx.gov](mailto:talfaro@webbcountytx.gov) . *On the day of the hearing* the court coordinator may not be able to speak with you immediately because she will be busy participating in the session.

**ZOOM HEARING NOTICE: Senior District Court Judge, Elma T. Salinas Ender presiding  
SCHEDULED COURT VIDEO HEARING VIA ZOOM.**

Elma T. Salinas Ender is inviting you to a scheduled Zoom meeting.

Topic: Webb County Combined District Court Tax Docket

Time: 08:00 AM Central Time (US and Canada)

Join Zoom Meeting <https://txcourts.zoom.us/j/95253803920>

Meeting ID: 952 5380 3920

One tap mobile

+13462487799,,95253803920# US (Houston)

+12532158782,,95253803920# US (Tacoma)

Dial by your location

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

+1 669 900 6833 US (San Jose)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

Meeting ID: 952 5380 3920

Find your local number: <https://txcourts.zoom.us/u/aerOF6QQ75>

Meeting ID: 952 5380 3920

Join by Skype for Business

<https://txcourts.zoom.us/skype/95253803920>

**TAX ATTORNEYS**

City of Laredo: Flores, Flores & Canales (956) 728-7474

Laredo Independent School District and Laredo College: Kazen, Meurer & Perez (956) 725-7822

United Independent School District: Castillo, Reyes and Del Rio (956) 597-3100

Webb County: Javier Montemayor (956) 722-0215

Webb Consolidated Independent School District: Linebarger Goggan Blair & Sampson, LLP (361) 888-6898

El Cenizo: Christina A. Mendiola (956) 236-1277

City of Rio Bravo: Attention to Mayor Gilberto Aguilar, Jr. and/or City Manager Gabriela Ramos (956) 790-9500