



DAWN M. GREEN, CSR, CLR  
Official Court Reporter ♦ 393<sup>rd</sup> District Court

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## EXHIBIT RULES

### Paper Copies for Use in Court

1. All parties shall pre-mark and pre-number any exhibits they anticipate offering into evidence in advance of trial or hearing on the front of the first page of the exhibit. The exhibits marked, their description and number must match up with the current exhibit list which has been exchanged with all parties, the Court, and the court reporter.
2. The parties are encouraged to confer prior to trial or hearing and stipulate, whenever possible, to the admission of exhibits to which there is no reasonable basis for objection.
3. The admissibility of all exhibits which are not pre-admitted by stipulation will normally be considered and ruled upon at the time that they are offered into evidence during trial or hearing.
4. All exhibits shall be numbered as opposed to lettered (e.g., as Exhibit 1, 2 & 3, not as A, B & C). Exhibits need not be offered in sequential order.
5. **Witnesses by Video Deposition:** *Audio and audio-visual recordings played in court shall be entered as an exhibit in the proceedings,* which the court reporter will retain for the record on appeal, if any. When the audio or audio-visual recordings are played in court, a contemporaneous verbatim record of the proceedings will not be made unless the court so orders.



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6. With respect to audio recordings a verbatim written transcript of the recording must be made and submitted identifying each speaker. When a written transcript exceeds five pages the party submitting the transcript may highlight the written portions that they think are most important to the case. All parties desiring to use audiovisual equipment shall test the equipment the week prior to use. If this is not done, the use of the equipment will not be allowed.
7. Since the court reporter cannot record court proceedings while marking exhibits, the parties shall personally mark and number exhibits which have not been pre-marked. Exhibit stickers are available from the court reporter upon request.
8. Oversized exhibits shall be accompanied by 8-1/2 x 11 copies, with a marked exhibit sticker on the front, which the court reporter will retain for the record on appeal, if any.
9. Demonstrative exhibits and trial aids used by one party may be used by all other parties. No party shall mark or permanently attach any item to an opposing party's demonstrative aids without permission.



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### Digital Copy of Exhibits for Court Reporter

All parties shall deliver to the court reporter all exhibits on a flash drive, DVD(s), email, or other appropriate device(s) in the applicable digital format provided herein at the pre-trial hearing, if any, or no later than 5:00 p.m. on the business day before a trial or hearing begins.

*Pursuant to the Texas Supreme Court's Order Approving Revised Uniform Format Manual for Texas Reporters' Records, effective July 1, 2010, digital exhibits must conform to the following formats:*

#### 1. Text Documents

Each computer file of a text document must be prepared in text-searchable Portable Document Format (PDF), compatible with the latest version of Adobe Reader. The computer file must not be password-protected, encrypted, or protected by rights management. Because scanning creates larger file sizes with images of lesser quality, scanning must be avoided when possible. To the extent possible, each text document must be converted directly into a PDF file using Adobe Acrobat, the word processing program's PDF conversion utility, or another software program. Any scanned materials must be made searchable using optical-character-recognition software, such as Adobe Acrobat.

#### 2. Photographs

Photographic images other than documents (e.g., photos of physical exhibits) must be included within the computer file as images with a resolution of not less than 2,048 x 1,536 pixels (approximately 3 megapixels). Higher resolutions are not encouraged. If



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a full color rendition is necessary, color depth should be between 12-bit and 18-bit. Otherwise, grayscale images are encouraged. Photographs may be captured directly with a digital camera or scanned from a print.

### 3. Separator Pages

If an exhibit number is not on the exhibit image, there must be a page preceding the image to show the exhibit number.

### 4. Audio Files

If an audio recording is part of the record, the audio file must be included as an MPEG-1 Audio-Layer 3 file (usually referred to as .mp3). The preferred sampling rate for the file is 44.1 kHz and the preferred bit rate for the audio file is 64 Kbits/second, though a court may request bit rates as high as 128 Kbits/second. The mp3 audio files must use a constant bit rate. The files must not be password-protected, encrypted, or protected by rights management. Each audio file must not exceed 100 MB. If the recording is too long to fit in one file, it may be broken into multiple files.

### 5. Video Files

If a video recording is part of the record, the video file must be included as an MPEG-4 Part 14 file (usually referred to as .mp4). Data compression is encouraged; though the submitter must assure that the video and audio content have sufficient quality. The files should not be password-protected, encrypted, or protected by rights management. Each video file must not exceed 5 GB. If the recording is too long to fit in one file, it may be broken into multiple files.



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