

## Judge Harris Hughey

Justice of the Peace, Precinct 4 of Denton County, Texas  
6400 Canyon Falls Drive, Suite 101, Flower Mound, Texas 76226  
Web: [www.dentoncounty.gov/jp4](http://www.dentoncounty.gov/jp4) Phone: 972-434-3910

# Procedures for Filing Exhibits

## Deadline

All evidentiary materials must be received by the court and the opposing party at least:

- Small Claim or Debt Claim: **Seven days** prior to the trial or hearing; or
- Eviction or Repair & Remedy: **Three business days** prior to the trial or hearing.

## Formatting

- Size 8 ½" x 11" unless the original document is 8 ½" x 14" (legal size)
- Single-sided pages
- PDF attachments if filed by e-mail

We do not accept flash drives, DVDs, or other digital storage materials. We have A/V displays and connections in the courtroom so that you can play recordings audio or video recordings using your own computer and HDMI cable. You must timely submit a copy to the other party using the deadlines above.

## Labeling

- Label each page of every document in the upper left-hand corner or using a preceding page.
- Page labels should contain the following information: party, letter, and number; e.g. "Plaintiff's Exhibit A (1)."
- Include a list or schedule if you have multiple exhibits.
- If filed electronically, name your PDF attachment to match the exhibit series, e.g. "Plaintiff's Exhibits A through H." File all exhibits in order as one attachment unless it exceeds size limits.

## Trial or Hearing

To expedite proceedings, you **must** bring two properly formatted and labeled hard copies of all exhibits to court (for the judge and other party). Refer to exhibits by their label and description throughout the trial or hearing. If you do not bring hard copies, the judge may deem your exhibits **inadmissible**.

***The court will reject improperly formatted or labeled filings, as well as any exhibits embedded in emails. The judge may deem any exhibits filed late inadmissible.***

Please see the following pages for an example of how to format your list of exhibits and your labels.

**Case No. C21-0001J4**

MR. P. EXAMPLE

VS.

MR. D. SAMPLE

**PLAINTIFF MR. P. EXAMPLE'S EXHIBIT LIST**

<b><u>Letter/Number</u></b>	<b><u>Description</u></b>
A	Photo of left side of plaintiff's vehicle
B (1-2)	Repair Estimates
C (1-10)	Accident report
D	Photo of defendant's vehicle
E	Photo of intersection
F (1-7)	Driving record of defendant
G (1-23)	Court records of defendant for traffic offense associated with accident
H	Copy of vehicle title

**PLAINTIFF'S  
EXHIBIT: A**



**PLAINTIFF'S EXHIBIT: B (1)**

**JUSTINTIME AUTOBODY SHOP**  
**JUSTINTIMEAUTO.COM**  
**123 ANY STREET**  
**ANYTOWN, TEXAS**

PRELIMINARY ESTIMATE

VEHICLE OWNER	
MR. P. EXAMPLE	
456 ANY STREET	
ANYTOWN, TEXAS	

VEHICLE	
MAKE	DODGEM
MODEL	1F40UCAN
YEAR	2022

REPAIRS	
REPLACE FRONT BUMPER, HOOD, FRONT LEFT QUARTER PANEL, LEFT DOOR, FRONT AXLE, FRONT LEFT WHEEL, FRONT LEFT TIRE, PAINT	
TOTAL PARTS	\$8,500.00
TOTAL LABOR	\$7,800.00
SHOP SUPPLIES	\$620.00
TAX	\$1,395.90
TOTAL AMOUNT	\$18,315.90

**PLAINTIFF'S EXHIBIT: B (2)**

**BUMPERCARS AUTOBODY SHOP**

**BUMPITAUTO.COM**

**123 ANY DRIVE**

**ANYTOWN, TEXAS**

**PRELIMINARY ESTIMATE**

<b>VEHICLE OWNER</b>
<i>MR. P. EXAMPLE</i>
<i>456 ANY STREET</i>
<i>ANYTOWN, TEXAS</i>

<b>VEHICLE</b>	
MAKE	<i>DODGEM</i>
MODEL	<i>IF40UCAN</i>
YEAR	<i>2022</i>

<b>REPAIRS</b>	
<i>REPLACE FRONT BUMPER, HOOD, FRONT LEFT QUARTER PANEL, LEFT DOOR, FRONT AXLE, FRONT LEFT WHEEL, FRONT LEFT TIRE, PAINT</i>	
TOTAL PARTS	<i>\$8,750.00</i>
TOTAL LABOR	<i>\$7,990.0</i>
SHOP SUPPLIES	<i>\$585.00</i>
TAX	<i>\$1,429.31</i>
TOTAL AMOUNT	<i>\$18,754.31</i>