

Sherry Shipman, 16<sup>th</sup> District Court  
Steve Burgess, 158<sup>th</sup> District Court  
Brody Shanklin, 211<sup>th</sup> District Court  
Bruce Mcfarling, 362<sup>nd</sup> District Court  
Margaret Barnes, 367<sup>th</sup> District Court  
Doug Robison, 393<sup>rd</sup> District Court



Jim Johnson, 431<sup>st</sup> District Court  
Tiffany Haertling, 442<sup>nd</sup> District Court  
Lee Ann Breeding, 462<sup>nd</sup> District Court  
Derbha Jones, 467<sup>th</sup> District Court  
Crystal Leyonius, 481<sup>st</sup> District Court

JUL 26 2022

DISTRICT CLERK  
Denton County, Texas

BY JJC DEPUTY

## STANDING ORDER REGARDING EVIDENCE

When introducing evidence, the Court orders that the sponsoring party of the evidence shall ensure it is in a format that may be uploaded and accepted by the appropriate court of appeals and their guidelines.

**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. Exhibits, however, may be scanned if necessary. Any scanned materials must be made searchable using optical-character-recognition software, such as Adobe Acrobat.


**Scanned Documents.** Images of documents must be included within the computer file as images scanned in black and white with a resolution of 300 dots per inch (dpi).

**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 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 photographic print.

**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.


**Audio/Video Files.** Audio files must not exceed 100 MB. Video files must not exceed 2 GB. 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. If the recording is too long to fit in one file, it may be broken into multiple files. An audio/video recording must be included in the record in a format supported by VLC media player (VideoLAN Organization) or Windows media player (Microsoft). JCIT Technology Standards §3.2. If a video file is not supported by at least one of the media players listed above, the file **must be converted** to another format supported by at least one media player listed. Only segments offered as an exhibit can be on the audio or video media. (i.e., a DVD of jail phone calls with 50 calls, if only certain calls are being offered, copy only those calls onto a separate disk and offer that disk as an exhibit, not all 50 calls). If at any time in the future the case is on appeal and the court of appeals cannot open the exhibit that was offered, the sponsoring party that offered the exhibit will be responsible to provide the court reporter with the exhibit that is in the acceptable format.


Signed this the 26 of July, 2022.

  
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JUDGE SHERRY SHIPMAN  
16<sup>th</sup> District Court

  
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JUDGE STEVE BURGESS  
158<sup>th</sup> District Court


  
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JUDGE BRODY SHANKLIN  
211<sup>th</sup> District Court

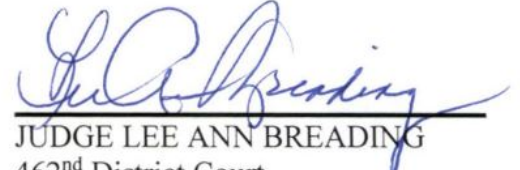
  
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JUDGE BRUCE MCFARLING  
362<sup>nd</sup> District Court

  
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JUDGE MARGARET BARNES  
367<sup>th</sup> District Court

  
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JUDGE DOUG ROBISON  
393<sup>RD</sup> District Court

  
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JUDGE JIM JOHNSON  
431<sup>st</sup> District Court

  
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JUDGE TIFFANY HAERTLING  
442<sup>nd</sup> District Court

  
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JUDGE LEE ANN BREADING  
462<sup>nd</sup> District Court

  
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JUDGE DERBHA JONES  
467<sup>th</sup> District Court

  
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JUDGE CRYSTAL LEVONIUS  
481<sup>st</sup> District Court