

ROBIN NEWTON, CSR, Official Court Reporter  
367th Judicial District Court of Denton County  
Judge Brent Hill  
[robin.newton@dentoncounty.gov](mailto:robin.newton@dentoncounty.gov)

### **EXHIBIT RULES**

1. ***The parties are ordered by the Court to confer at least 15 minutes prior to hearing / trial to discuss possible stipulations, whenever possible, to the admission of exhibits to which there is no reasonable basis for objection.***
2. **All exhibits shall be pre-marked / pre-numbered** in advance of hearing / trial on the front of the first page of each exhibit, preferably in the top right-hand corner. Please make sure the exhibits match up with any exhibit list provided.
3. **ALL EXHIBITS SHALL BE NUMBERED ONLY, AS OPPOSED TO LETTERED.**
  - Acceptable: Exhibit 1, Exhibit 2, Exhibit 3, etc.
  - NOT acceptable: Exhibit 1A, Exhibit 1-A, Exhibit 1.A, Exhibit A1, Exhibit A-1, Exhibit A.1, Exhibit 2A, etc. (Using only numbers makes a MUCH clearer record.)
  - Any exhibits not properly marked will be required to be remarked.
  - Exhibits need not be offered in sequential order.
4. **No duplicate exhibit numbers** shall be used.
  - NOT acceptable: Exhibits 1-5 on one motion and Exhibits 1-5 on a different motion in the same hearing.
  - Instead, mark them as Exhibits 1-10.
5. In family cases, it's preferable to mark your exhibits **Mother, Father, Husband, Wife.**
6. **If you have more than a few exhibits, please provide them to the Court bound in a binder separated by numbered tabs.** Exhibits must still be marked even if bound in a binder and separated by numbered tabs.
7. Please provide the Court an **extra copy of any requested relief exhibits** that he may write on.

8. Any **audio / video exhibits** shall be provided to the court reporter on a flash drive by the end of the hearing / trial, and each exhibit contained on the flash drive shall be clearly labeled with the exhibit number.
  - The court has an audio / video system for publishing such exhibits in open court, but you must bring your own laptop for connecting to the system. Court staff can provide minimal help with connecting to the system.
  - **PLEASE NOTE**: When any audio / video recordings are played in court, a contemporaneous verbatim record of the recordings will **NOT** be made unless the Court finds good cause and so orders.
  - **Witnesses by Video Deposition**: Any audio / video recordings of witnesses by deposition played in court shall be entered as an exhibit in the proceedings (even if only for record purposes), which the court reporter will retain for the record on appeal, if any.
  - To adhere to the appellate rules regarding audio / video exhibits, please ensure that your exhibits can be played in **Windows Media Player or VLC Media Player**.
9. The court reporter does NOT need her own copy of the exhibits because she will later retain and file the copies provided to the Court.
10. It's preferable to provide the court reporter PDF copies of all paper exhibits on a flash drive, but flash drives are only required in the case of audio / video exhibits.
11. The court reporter does NOT need the exhibits prior to the day of the hearing. Just bring them to court with you.
12. It's preferable to provide the Court and court reporter with witness and exhibit lists before the beginning of the hearing / trial.

Please feel free to e-mail the court reporter with any questions regarding these rules at [robin.newton@dentoncounty.gov](mailto:robin.newton@dentoncounty.gov).