

## **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 premarked/prenumbered in advance of hearing/trial on the front of the first page of each exhibit. Please make sure the exhibits match up with any exhibit list provided.
3. ALL EXHIBITS SHALL BE NUMBERED ONLY, AS OPPOSED TO LETTERED OR ANY COMBINATIONS THEREOF.
  - Acceptable: Exhibit 1, Exhibit 2, Exhibit 3, et cetera
  - NOT acceptable: Exhibit 1A, Exhibit 1-A, Exhibit 1a, Exhibit A1, Exhibit 1.A, et cetera (Using only numbers makes for a MUCH cleaner 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 with an extra copy of any requested relief exhibits that the Judge 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. The attorney(s) should familiarize themselves with the equipment prior to hearing/trial.
  - **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 appellate rules regarding audio/video exhibits, please ensure that your exhibits can be played in **Windows Media Player** or **VLC Media Player**.
- **Please ensure that all exhibits comply with appellate formatting and size requirements.**

9. It's preferable to provide the court reporter with PDF copies of **ALL** exhibits in proper appellate formatting and size requirements on a flash drive.

10. It's preferable to provide the court reporter with witness and exhibit lists before the beginning of the hearing/trial.

**Current appellate size & format requirements (subject to change):**

Documents – text-searchable PDFs 100MB or less. Larger files need to be broken up.

Audio/video recordings – format supported by VLC Media Player or Windows Media Player in a file size not exceeding 2GB. Bigger file sizes need to be broken up.

Acceptable audio/video file formats currently include:

.avi  
.wmv  
.wav  
.mpg  
.mid  
.asf  
.mpeg  
.mp1  
.mp2  
.mp3  
.mp4  
.ogg  
.oga  
.ogv  
.webm

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