

Exhibit Marking Directions*

In order to facilitate your trial proceeding with the greatest time efficiency, your efforts to pre-mark trial exhibits is greatly appreciated. Please confer with opposing counsel or party to see which items can be offered with no objections and designate them using Arabic numbering (not alphabetical).

Prepare a Witness List and Exhibit List. These lists are available on the Court's web page or will be provided upon request. The lists may be typed or handwritten.

If a decision is made during the course of the proceedings to not offer an exhibit that has been pre-marked, a notation will be made of a "skipped" exhibit; do not adjust the numbers of exhibits already marked.

The reporter has exhibit stickers available for distribution upon request. Place stickers on the lower right side of the document, if possible. If material will be covered in that area, place the sticker along the right side or somewhere across the bottom margin of the document. Avoid placing exhibit stickers along the left side of the page as it is easily obscured once copied or scanned and assembled for appellate records. Place stickers on the front only.

If marking a photograph, use an area that does not obstruct the focal point of the exhibit, or affix the photograph on an 8.5x11 sheet of white paper and place the sticker on the lower right corner of the paper.

For multi-page exhibits with no existing page numbers, each page must be separately numbered for reference during testimony and/or argument. For instance, the first page of a five-page document would be numbered as "Plaintiff Exhibit 1.1" or "PEX 1.1," the second through fifth pages would be numbered "Plaintiff Exhibit 1.2" through "Plaintiff Exhibit 1.5" or "PEX 1-2" through "PEX 1-5," respectively.

When marking a document that has a binder cover on it, such as a deposition or expert's report, please place the sticker on the front page, not on the binder cover itself.

Exhibits that are contraband or firearms will be substituted with photographs and returned to the sponsoring party unless otherwise ordered by the court.

The court reporter does not accept exhibits that are not able to be filed with the District or County Clerk. If your audio-visual exhibit does not play on the VLC Media Player, it is not in an acceptable format. Please ensure your audio-visual exhibits are playable.

***Original Source: Kristen Kopp, CCCL2 Court Reporter**

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