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## **401<sup>st</sup> Judicial District Court**

2100 Bloomdale Road, Suite 30030  
Collin County Courthouse  
McKinney, Texas 75071

# **EXHIBIT INSTRUCTIONS FOR REMOTE HEARINGS**

Any exhibit(s) that you wish to offer at your remote hearing is required to be sent to the court reporter at the email above no later than 12:00 PM the day before your scheduled hearing. Please ensure that you have provided copies to all parties.

All document and photograph exhibits are to be submitted in PDF format. Each exhibit is to be submitted as a separate file and named with the party's last name and exhibit number (EXAMPLE: Smith-Respondent's Ex 1). Each exhibit should be clearly marked on the first page to identify its exhibit number. Do not use alphabetical designations and only mark exhibits numerically. (EXAMPLE: Petitioner's Exhibit 1, Respondent's Exhibit 5, Father's Exhibit 3, Mother's Exhibit 2, Defense Exhibit 6, State's Exhibit 10. If exhibit has subparts you may number as 1-1, 1-2, 1-3 or 1.1, 1.2, 1.3...) Exhibits can be marked by hand and then scanned or marked using the TYPE feature in Adobe. Please mark the exhibit in the upper or lower right corner.

Video and audio exhibit files should be labeled as stated above for marking exhibits with the party's last name and exhibit number. ALL Video and audio files should be in a format that allows it to be played with Windows Media Player, such as AVI, MP3 or MP4.

If you have video, audio, or other large-capacity exhibit files, please use this File Request link <https://www.dropbox.com/request/OLlpPWQHqBwXYGsTdyR> to upload your exhibits directly without size limitations. If you would like to use this link to upload all your exhibits, you may do so, but a confirmation email should be sent to the above-referenced email as notification that you have uploaded exhibits and how many exhibits the court reporter should expect.

**Criminal Cases Only:** Exhibits that are contraband, firearms or other physical exhibits will remain with the sponsoring agency and a record will be made pertaining to those exhibits at the end of the hearing.

DO NOT file exhibits with the clerk. If you need further assistance with submitting exhibits, please contact the court reporter at the email listed above.