

416th DISTRICT COURT REPORTER
TRIAL EXHIBIT INSTRUCTIONS

1. Produce a complete exhibit list at your formal pre-trial conference and exchange with opposing counsel prior to pre-trial.
2. Per Supreme Court Order Misc. Docket No. 10-9077:
 - A. All exhibits must be marked at the bottom right corner when possible.
 - B. Any scanned exhibit files must NOT be larger than 100 mb per file.
 - C. Scanned photographs – grayscale is encouraged but color is accepted if necessary.
 - D. Audio/Video files cannot be larger than 5G. If so, they must be split on the necessary amount of discs.
3. Consistent with the JCIT ruling that media can be accepted if it is playable by one of the three major media players: QuickTime, VLC Media Player, or Windows Media Player. Audio/Video formats accepted - .avi, .wmv, .wav, .mpg, .mid, .asf, .mpeg, .mp1, .mp2, .mp3, .mp4, .m4v, .mpg, .ogg, .oga, .ogv, .webm
4. If playing depositions by video, a hard copy of the deposition transcript that includes only those excerpts played and a copy of the DVD that will be played for the jury must be presented to the court reporter to be marked as an exhibit (for record purposes only). Please have these ready and turned over to the court reporter at the beginning of trial.