

## **EXHIBIT MARKING DIRECTIONS**

**BARNETT WALKER, Judge Presiding**

**MARIGAY BLACK, Official Court Reporter**

**COLLIN COUNTY COURT AT LAW NO. 2**

In order to facilitate your trial proceeding with the greatest time efficiency, Judge Walker and I are appreciative of your efforts to pre-mark trial exhibits. Please confer with opposing counsel/party to see which items can be offered with no objections and designate them using Arabic numbering (not alphabetical). Prepare an index for tracking exhibits that are offered and admitted during the course of proceedings. There is an exhibit index form available on the Court's web page, in the "Forms" section under "Download Center."

[www.collincountytx.gov/county\\_court\\_law/2cc/index.jsp](http://www.collincountytx.gov/county_court_law/2cc/index.jsp). The index lists the designation of the exhibit, e.g. "Plaintiff Exhibit 1," and a brief description of the item, e.g. "Invoice #1234." The index 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.

All exhibits should be no larger than 8.5x11. This eases the preparation process for an appeal, if necessary, and reduces the costs of reproduction of oversized documents.

Use exhibit stickers that have black lettering on a white background, if possible. Some background colors such as yellow, red and brown tend to copy or scan too dark to be readable. 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. Color copies are a suggested alternative to the actual photograph as they facilitate copying onto 8.5x11 paper.

An item for which you cannot cover any area on the front, such as a cancelled check, place one exhibit sticker over an edge, then use a second sticker on the back side of the first sticker to cover the exposed adhesive.

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," the second through fifth pages would be numbered "1.2" through "1.5" or "1-2" through "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.

The court has available to parties an overhead projector and a cable hookup to provide PowerPoint presentations from your laptop. The projector is a document camera also, so that any physical item that can be laid on the projector surface can be projected on the screen.

If you need assistance, please contact Marigay Black, Official Court Reporter, at metro 972-424-1460, Ext. 3823, or local/long distance, 972-548-3823, or e-mail at [mblack@co.collin.tx.us](mailto:mblack@co.collin.tx.us).