COUNTY COURT AT LAW 5 TRIAL EXHIBIT INSTRUCTIONS

1. Produce a complete exhibit list at your formal pre-trial conference and exchange with opposing counsel prior to pre-trial conference. The Court recommends that you use the "Exhibit List" form posted on the Court's website.

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-vi files cannot be larger than 5G. If so, they must be split on the necessary amount of discs.

3. Consistent with the JCIT ruling, electronic media can be accepted if it is playable by one of the three major media players: QuickTime, VLC Media Player, or Windows Media Player. Accepted audio-visual formats: .avi, .wmv, .wav, .mpg, .mid, .asf, .mpeg, .mp1, .mp2, .mp3, .mp4, .m4v, .mpg, .ogg, .oga, .ogv, .webm. The parties are responsible for making sure that audio-visual exhibits are in correct format and playable prior to the trial or hearing at which the exhibits are to be offered.

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.

FAILURE TO COMPLY WITH THESE INSTRUCTIONS MAY RESULT IN EXCLUSION OF EXHIBITS!

In addition to complying with the above instructions, and in order to facilitate your trial proceeding with the greatest time efficiency, your efforts to pre-mark trial exhibits and comply with the following recommendations will be greatly appreciated.

Agreements: Before the pre-trial conference, hearing or trial at which the exhibits are to be offered, please confer with opposing counsel or party to see which items can be offered with no objections.

Exhibit Lists: Exhibit and Witness List forms are available on the Court's web page or will be provided upon request. Please use these forms or a similar format when preparing exhibit list. 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.

Exhibit Numbers: Exhibits should be "numbered" (designated by numbers, e.g., 1, 2, 3,…). Do not use letters (e.g., A, B, C,…) as the primary designation.

Exhibit Labels: The reporter has exhibit stickers available for distribution upon request. If possible, place the sticker (exhibit label) on the lower right side of the document. ***See Paragraph 2.a, above***. 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.

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Multi-Page Exhibits: "Exhibit Label" should be placed on the first page only. The following pages may be page-numbered (for example, p. 2, p.3, and so on) but do not require, and should not have, separate exhibit stickers on each page.

Photographs: 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.

Binders: 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.

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

Electronic Media: Please ensure your audio-visual exhibits are playable and saved to a disc or thumb-drive that can labeled and submitted to the court reporter for inclusion in record of the trial or hearing at which it is to be offered as evidence. ***See also Paragraph 3, above.***

Tangible Form Required: Exhibits should be offered in a tangible form that can be taken into custody by the court reporter for inclusion in the Court's record of the hearing, trial or other proceeding at which the exhibit was offered. It is not permissible to offer pictures and recordings that counsel or a party has on their cell phone, laptop or other smart device. If a particular document or electronic media has been previously filed with the clerk, but not previously admitted into evidence, you will still need to bring that document or electronic media in tangible form to the hearing, trial or other proceeding at which you intend to offer the document or electronic media as evidence.

Link to Collin County Court at Law No. 5 Web Portal:

https://www.collincountytx.gov/Courts/County-Courts-at-Law/court-5

Link to Sample Exhibit List:

https://www.collincountytx.gov/Courts/County-Courts-at-Law/Documents/Exhibit-List.pdf

Link to Sample Witness List:

https://www.collincountytx.gov/Courts/County-Courts-at-Law/Documents/Witness-List.pdf

Link to Information for Self-Represented (Pro-Se) Parties:

https://www.collincountytx.gov/Courts/County-Courts-at-Law/Documents/Information-for-Self-Represented-%28Pro-Se%29-Litigants-Parties.pdf