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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 at least 1 business 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.

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 your video or audio files are too large to send via email, it is still your responsibility to deliver those to the court reporter under the time frame listed above.

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.