

COURT REPORTER'S NOTICE ON EXHIBITS AND TRANSCRIPT REQUESTS

HEARING AND TRIAL EXHIBITS

- Mark all exhibits **numerically** before going on the record.
- Use **exhibit stickers** placed in the **bottom right corner**.
- Counsel/Litigants **must bring their own laptop** to present media exhibits using the courtroom's A/V equipment - The Court does not provide a computer for playback.
- Test your equipment in advance to ensure compatibility.
- Provide **audio/video exhibits** on a **thumb-drive** for the **court reporter**.
- Bring **extra paper copies** - one for the Court, opposing counsel, and one for the witness (if applicable).
- The **reporter will retain** either the Court's copy or the witness's copy.

TRANSCRIPT REQUESTS

- Submit **Order Form** online at houghreporting.com
- **Invoice** with click-to-pay sent within 12 hours.
- **Standard turnaround** is 21 days from payment date.
- **Expedited delivery** available as soon as next business day (higher rates apply).
- For quotes, email cwahlen@co.collin.tx.us

Coral Wahlen
Official Court Reporter
494th Judicial District Court

SCAN FOR ORDER FORM



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