

101st COURT REPORTER'S NOTICE TO ATTORNEYS
Terri Etekoachay, CSR, CRR, RPR

Please allow this memo to serve as my instructions and/or suggestions to follow during the COVID-19 pandemic shutdown as we are all working remotely.

EXHIBITS

Any exhibits that need to be entered/used during the Zoom proceedings being held must be pre-marked and sent to me at TERRI.ETEKOCHAY@DALLASCOUNTY.ORG ATLEAST 72 hours PRIOR to the proceedings. Where possible, please include any slideshows or other demonstrative aids that could potentially be screen-shared during these submissions. They will remain confidential until published by counsel and/or the parties.

Please have all exhibits marked numerically or with letters prior to going on the record. Photographs are best marked separately as their own exhibit for clarity purposes.

Media exhibits, such as audio recordings, videos, etc., should be submitted on a thumb-drive, or on an SD card, in .wav, .mp3 or .mpeg formats ONLY.

Please include case number and style of the case in the subject line. In the body of the email, please also include the date of proceedings and which attorney/party they are being sent for. If there is an exhibit that is unable to be transmitted via email due to size, please email me so we can discuss how best to submit it.

Once the COVID restrictions are lifted and we are resuming back in-person proceedings, please look for further updates on how we will be handling exhibits for hearings, trials and motions in the 101.

PRETRIAL

At pre-trial conferences, you will be dealing with Motions in Limine, witness lists, deposition designations and exhibits. The Court prefers that both sides exchange and discuss these items prior to the hearing and reach any agreements.

Please discuss exhibits and any Motions in Limine with the opposing side beforehand to see if any agreements can be reached.

VIDEO/DEPOSITION TESTIMONY

If video deposition testimony will be offered in lieu of live testimony, please provide the reporter with the video cuts in (1) MP4 format and (2) the excerpt deposition transcript that reflects the video cuts. If deposition testimony will be offered in lieu of live testimony, please provide the reporter with the complete transcript with page and line designations.

TRANSCRIPT REQUESTS FOR THE REPORTER'S RECORD

Please download and fill out the "Request for Reporter's Record" form and email ALL transcript requests to me at TERRI.ETEKOCHAY@DALLASCOUNTY.ORG.

Please be advised that turnaround times may vary based on reporter's workload. Expedited requests will be honored, time permitting, to the best of my ability. If you believe a hearing transcript will need to be expedited, please inform the reporter, where possible, PRIOR to the proceedings. This will greatly increase the chance that I will be able to honor the request.

Normal turnaround times for a non-appeal transcript is 30 days from the date of the request. If an accelerated appeal or regular appeal will be filed, please let me know as soon as possible so that the appropriate invoice can be sent over. A delay in informing the reporter will result in a delay of submission to the Court of Appeals.

To download the "Request for the Reporter's Record" form go to:

https://www.dallascounty.org/government/courts/civil_district/101st

REAL-TIME/DAILY COPIES

If you think you may need real-time, daily copies or rough drafts, please notify the reporter as soon as possible. Please feel free to contact me if you have any questions or concerns. My contact information is TERRI.ETEKOCHAY@DALLASCOUNTY.ORG.