

# **COURT REPORTER'S NOTICE TO ATTORNEYS**

## **EXHIBITS**

All trial exhibits consisting of 50 pages or more must be submitted in .pdf format to the court reporter on a thumb drive. Trial exhibits 50 pages or less will be accepted in paper form.

All trial exhibits must be printed for jury deliberation purposes.

Any exhibits that need to be entered/used during Zoom proceedings must be pre-marked and sent to Ms. Crystal Brown, the Official Court Reporter of the 44<sup>th</sup> Civil District Court at [crystal.brown@dallascounty.org](mailto:crystal.brown@dallascounty.org) at least **72 hours (3 days)** prior to the proceedings.

Please include any slideshows, PowerPoint presentations 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.

## **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 Ms. Crystal Brown at and [jstranscripts@yahoo.com](mailto:jstranscripts@yahoo.com) and [crystal.brown@dallascounty.org](mailto:crystal.brown@dallascounty.org)

To download the "Request for the Reporter's Record" form go to:  
[https://www.dallascounty.org/government/courts/civil\\_district/44th](https://www.dallascounty.org/government/courts/civil_district/44th)

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 60 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.

## **DAILY COPIES**

Daily copies must be requested at least three (3) weeks in advance of proceedings and is dependent upon court reporter's workload and availability.

If you would like to request daily copies, please notify the reporter as soon as possible. Please feel free to contact me if you have any questions or concerns.

Respectfully submitted,

***/s/ Ms. Crystal R. Brown, CSR***

*Ms. Crystal R. Brown, CSR*  
Official Court Reporter  
44<sup>th</sup> Civil District Court