

## COURT REPORTER'S NOTICE TO ATTORNEYS

\*\*Prior to your trial setting, please e-mail the court reporter your proposed jury charge in Word format for the Court's consideration. E-mail shown below.

### PRETRIAL

Please have all exhibits marked numerically (no letters) prior to going on the record. If you need stickers, the court reporter is happy to provide them. Photographs are best marked separately as their own exhibit for clarity purposes on the record. Please discuss those exhibits and any motions in limine with the opposing side beforehand to see if any agreements can be reached that can shorten the pretrial.

### TRIAL

For video deposition testimony, HDMI and VGA computer connections are available. DVDs are not guaranteed to work properly.

### RECORD REQUESTS

If you need to order a transcript, please e-mail the reporter at [coral.hough@gmail.com](mailto:coral.hough@gmail.com) or call (214) 653-7468. Please provide the date the hearing/trial was held and a preferred delivery time. Standard turnaround on all transcripts is 21 days from the date payment is made. Daily copies, rough drafts, and expedites are also available upon request.

Regards,

Coral Wahlen