

COURT REPORTER'S NOTICE TO ATTORNEYS

PRETRIAL

Please have all exhibits marked numerically or 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.

HEARING AND TRIAL EXHIBITS FOR THE REPORTER'S RECORDS

Please submit paper exhibits, such as color photos, emails, letters, reports, etc., that are expected to be presented to the Court Reporter, on a thumb-drive, or on an SD card, in .pdf format **ONLY**.

Please submit all 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**.

TRANSCRIPT REQUESTS FOR THE REPORTERS' RECORDS

Please download and fill out the "[Request for Reporter's Records](#)" form, and email ALL transcript requests for the Reporter's Records forms to Tina Thompson at tina.thompson@dallascounty.org

To download the "Requests for the Reporters' Records" form off this court's webpage, go to: <https://www.dallascounty.org/Assets/uploads/docs/courts/civil-district/134/134th-RequestForReportersRecords.pdf>.

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