



44th JUDICIAL DISTRICT COURT
Hon. Veretta L. Frazier
District Judge
Standing Order Regarding Trial Exhibits

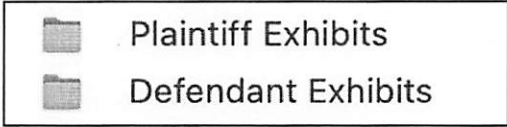
This Order is a Standing Order of the 44th District Court of Dallas County, Texas and applies to all civil cases where the parties anticipate that they will collectively list **thirty (30)** or more exhibits on their respective trial exhibit lists or, regardless of the parties' expectations, where the actual exhibit lists of the parties collectively list **thirty (30)** or more exhibits.

This Standing Order does **not** apply to any motor vehicle personal injury case unless specifically required by the Court.

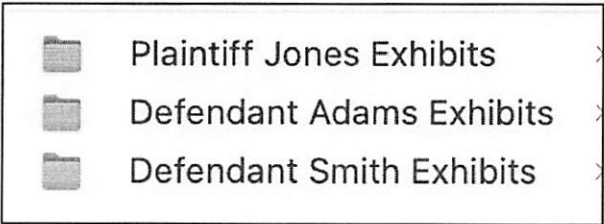
The purpose of this Standing Order is to facilitate the use of evidence during trial and jury deliberations. To further those ends, the Court specifies the following procedures:

1. At the close of the evidence, the parties shall jointly upload all **admitted** exhibits to an external jump drive ("jump drive").

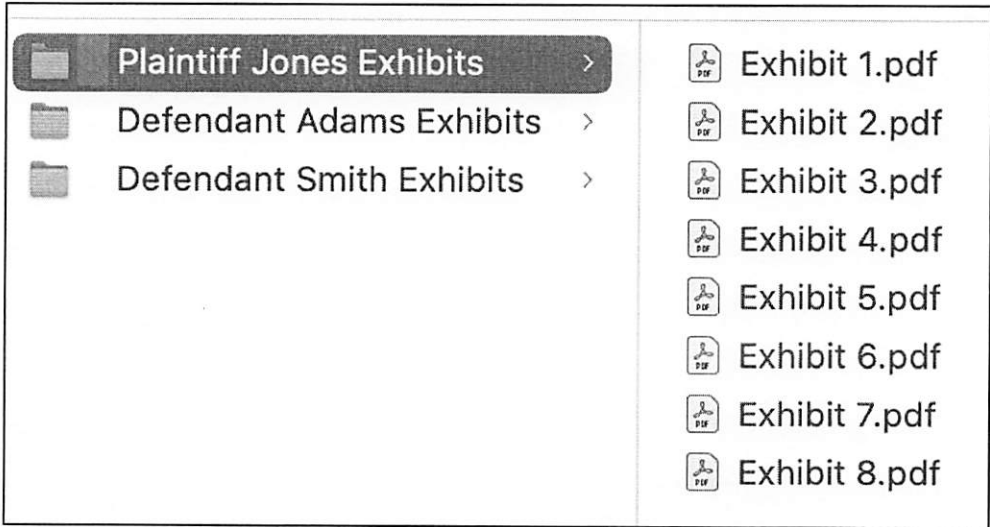
2. The exhibits shall be in contained in electronic “folders” labelled for each party (see below):



3. In a multi-party case, the parties may segregate and list exhibits by party (see below):



4. Within each folder, each party's exhibits should be listed sequentially and labelled simply as “Exhibit (insert number)” as the following illustrates:



5. It is the joint responsibility of the parties to prepare the jump drive and ensure that it contains all **admitted** exhibits. No party shall include any exhibit on the jump drive that was not admitted into evidence by the Court.

6. All exhibits on the jump drive must be identical to the actual hard copy exhibit admitted into evidence by the Court. No exhibit on the jump drive shall contain any stray markings or writing unless such markings or writing are on the original exhibit admitted into evidence.


7. Document exhibits shall be in PDF format and must be identical to the actual exhibit admitted. Audio exhibits (recordings, voicemails or similar) shall be in MPEG format and shall be identical to the audio played during the trial. Video file exhibits must also be in MP3 or MP4 format and shall be identical to the video file played during trial.

8. The parties shall be jointly responsible for ensuring that any audio or video files can be played or viewed on the laptop that will be provided to the jury.

9. Only admitted exhibits shall be included on the jump drive. Demonstratives must not be included. Demonstrative exhibits shall not be included on the exhibit jump drive without a written order of the Court authorizing demonstrative exhibits to be included on the exhibit jump drive.

10. The completed jump drive shall be provided to the Court Reporter so that it may be provided to the jury for their deliberations.

11. The jump drive will be retained by the Court Reporter, who shall use it for purposes of preparing the record in connection with any appeal.



Hon. Veretta L. Frazier
Judge of the 44th Judicial
District Court of Texas