

## **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. 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.

### **PROCEDURES FOR ZOOM HEARINGS AND ZOOM BENCH TRIALS**

Please email me all exhibits that will be used during the proceedings at least 24 hrs. **PRIOR** to the beginning of the proceedings. If there is a large volume of documents and/or media that do not easily upload as email attachments, please email me and we will discuss how best to submit them. If your pretrial hearing is on Zoom, but will be in person for a jury trial, please email the exhibits and bring me the hard copies and/or media on the first day of trial.

### **IN-PERSON HEARINGS AND TRIAL EXHIBITS FOR THE REPORTER'S RECORDS**

If your matter is in person, whether a hearing or trial, please provide hard copies of all exhibits on the first day, as well as any digital media. I do not need them emailed IF we are **only** having in-person proceedings. 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., on a thumb drive, or on an SD card, in .wav or .mp3 format ONLY. If video deposition excerpts and/or entire video depositions will be played, please provide the designations/depositions in paper format along with the deposition video.

### **TRANSCRIPT REQUESTS FOR THE REPORTERS' RECORDS**

Please download and fill out the "Request for Reporter's Records" form and email ALL transcript requests to [terri.etekochay@dallascounty.org](mailto:terri.etekochay@dallascounty.org). You can find the form for the request on the 101<sup>st</sup> District Court's main website. NOTE: Daily copy and real-time must be requested at least 10 days in advance and are dependent upon the court reporter's workload and availability. You can contact me with questions at [terri.etekochay@dallascounty.org](mailto:terri.etekochay@dallascounty.org)