

COURT REPORTER EXHIBIT RETRIEVAL FORM

CAUSE NUMBER: _____

COURT NUMBER: _____

STYLE OF CASE: _____

VS.

Envelopes _____ # Posters _____ # Books _____ # Misc. _____

Signature of Court Reporter or
Court Clerk

Date

Note: If you are a visiting court report substituting for a regular court reporter, please put your telephone number and address in the space below.

Address: _____

Telephone: _____

Note: Call the Exhibits Coordinator approximately 15 minutes before picking up the exhibit from the Exhibit Office on the Basement Floor in Records. This allows the coordinator time to retrieve the exhibit and shorten the court reports waiting time.

When returning the exhibit, fill out the "Exhibit Transfer Form" and give it to the court clerk who will return it to the Exhibit Coordinator by inter-office mail.