

EXHIBIT SUBMISSION PROCEDURE FOR COURT PROCEEDINGS – PLEASE READ CAREFULLY

a. In all cases, other than contempt proceedings and cases under a Scheduling Order, exhibits **must** be pre-marked and exchanged **by 12:00 PM** the business day before the hearing. The exchange of exhibits on the day of hearing or trial will not be permitted unless they are rebuttal exhibits or exhibits that could not have been anticipated. **Failure to timely pre-mark and exchange exhibits may result in the exclusion of those exhibits.**

b. Parties should attempt in good faith to obtain an agreement regarding exhibit admissibility before the hearing or trial.

c. **Court Copies:**

i. No paper copies will be accepted without court approval. Exhibits for all proceedings must be delivered to the court via email to: 387Exhibits@fortbendcountytexas.gov or on a USB Flash Drive as specified below. **Do not email exhibits to the Court Coordinator or to the Court Reporter.**

ii. Exhibit emails must be received prior to the start of the hearing. The subject line of the exhibit email **must** include the cause number, party designation/name, and hearing date. For example, "*Cause No. 21-DCV- 000000, Respondent Jones, January 1, 2021.*" All attorneys and self-represented litigants must be copied.

iii. **LESS THAN 50 PAGES:** If a party's combined exhibits are **less than 50** total pages, submission by email only is sufficient. However, please be advised that the Court Reporter does not have access to a color printer. Admitted exhibits will be printed and delivered to the District Clerk's office in black and white. **If color is important, exhibits must be delivered on a USB Flash Drive as indicated below.**

iv. **MORE THAN 50 PAGES:** If a party's combined exhibits **exceed 50** total pages, the exhibits may only be delivered to the court on a USB Flash Drive.

v. AUDIO/VIDEO: Audio and video files **must** be on a USB Flash Drive.

vi. Flash Drives **must be received** by 12:00 PM the business day before the hearing. Flash Drives must be clearly labeled with the cause number, party name and hearing date.

vii. Flash Drives may be delivered in person or mailed to:

387th District Court
Attn: Minnie Cadena
301 Jackson Street (mailing address)
1422 Eugene Heimann Circle (physical address)
Richmond, TX 77469

Please be mindful of the deadline when delivering by mail.

viii. **All exhibits must be marked on the first page (i.e., P1, R1, A1...) and accompanied by an Exhibit List.** A sample Exhibit List can be found on the court's website. Exhibit Lists may be e-filed with the District Clerk's office, but the exhibits should NOT be filed.

ix. The only formats accepted are PDF for documents, JPG and PNG for images, and MP4 for audio and videos.

x. Each exhibit **must** be saved or attached as a separate file and the file name **must** include the exhibit number AND a brief description of the exhibit. For example, "*Petitioner Exhibit 5 - Bank Statements*"

d. The party tendering the exhibits is responsible for ensuring that files are saved correctly. Documents and photos should be as clear as possible and scanned upright (not sideways or upside down).

e. The party tendering the exhibits is responsible for ensuring that witnesses have copies of the exhibits for use during Zoom hearings. The Court Reporter will NOT forward or otherwise circulate exhibits to anyone other than the court. The "share screen" feature may be used during Zoom hearings. The party tendering the exhibits is responsible for screen sharing.

f. **Failure to comply with these procedures may result in exhibit exclusion.**