

## **OFFICIAL COURT REPORTER'S REQUIREMENTS**

### **TRIAL:**

1. So that counsel may be properly identified on the record, please submit business cards to the reporter prior to trial with parties represented printed on the reverse side.
2. Please furnish witness lists and, if possible, exhibit lists.
3. If there are terms involved in the case which are unique or uncommon, a list of those terms would be greatly appreciated.

### **HEARINGS:**

1. **PLEASE NOTIFY THE REPORTER IF A RECORD WILL BE NEEDED** and furnish your card with the cause number and the party represented. The reporter may be notified by calling 281.341.8601 or by informing the bailiff or the coordinator that the record is needed before the hearing begins.
2. See Nos. 2 and 3 above.

### **EXHIBITS:**

1. In civil cases, plaintiff's exhibits are to be marked with yellow "Plaintiff's Exhibit" stickers. Defendant's exhibits are to be marked with blue "Defendant's Exhibit" stickers. In criminal cases, State's exhibits are red, and Defendant's exhibits are blue. Exhibit stickers are available by contacting the Official Court Reporter, Elizabeth Wittu, at 281.341.8601.
2. Use numbers when marking exhibits instead of letters. If an exhibit contains more than one item or document, they may be designated as Exhibit Nos. 1A, 1B and so on. More voluminous exhibits may be individually numbered as 1-1, 1-2, 1-3, etc.
3. Accurate exhibit lists should be furnished to the reporter along with the exhibits.
4. Exhibits should be stapled, bound and/or assembled so that they may be accurately preserved.
5. Storage space for exhibits is limited. Please limit the number of blow-ups and other bulky materials. Exhibits which are 8 ½ by 11 or 11 by 14 will be admitted. Demonstrative exhibits or visual aids may be used but not admitted for any purpose other than exhibit to or use by the jury. Smaller paper versions of same may be marked.
6. No substituting or withdrawing and re-marking of exhibits by using the same exhibit number is permitted.
7. Once exhibits are admitted, they must remain at the reporter's desk during the trial, except when being referred to or testified about.

### **DEPOSITIONS:**

1. Page and line designations are to be furnished to the reporter prior to the offer of deposition testimony, together with a copy of the transcript. The original deposition is preferred.
2. If two individuals are not available for the presentation of written deposition testimony, the person reading the deposition testimony must say "question" prior to reading each question and "answer" prior to reading each answer to ensure a meaningful and effective presentation.