

PRETRIAL/TRIAL ORDER FOR THE 164TH DISTRICT COURT

IT IS ORDERED that at the pre-trial conference motions in limine, witnesses, deposition offers and exhibits will be discussed. These should be exchanged and discussed prior to the hearing.

IT IS ORDERED that witness lists and exhibit lists **MUST BE PROVIDED TO THE COURT AND COURT REPORTER** at the pre-trial conference.

IT IS ORDERED that at the beginning of trial, jury charges must be submitted on a flash drive in Word format only, no WordPerfect or PDF.

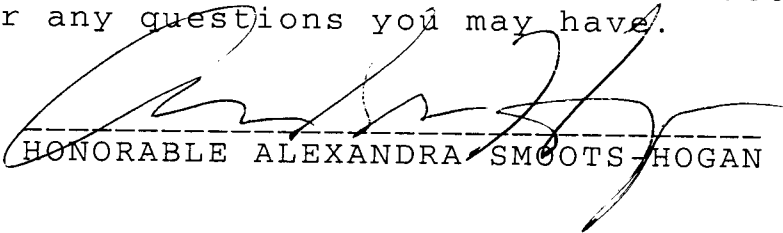
IT IS ORDERED that all original exhibits **MUST** have exhibit stickers, **MUST** be in a three-ring binder and **MUST** tabbed. The originals will be submitted to the Court and will be used as the Court's copy to review during trial. Each side must provide their opposing counsel with a set of their exhibits as well as a working copy for the witnesses.

IT IS ORDERED that each exhibit that has its own number **MUST** be included in the exhibit list. For example, if Exhibit 1 has sub-parts, each sub-part must be listed.

IT IS ORDERED that once an exhibit is offered, even though it may not be admitted and may not go to the jury, it is part of the record and **MUST** be submitted to the Court. If there are any exhibits that don't get offered, they will be pulled out and returned prior to the exhibits being submitted to the jury.

IT IS ORDERED that if deposition testimony will be offered, a transcript of the offer **MUST** be provided to the court reporter. If there isn't a transcript of the offer, a copy of the deposition and the page and line designations must be provided.

If you anticipate having transcript requests, please contact our court reporter, Donna King, at 713-368-6256 or dking164th@aol.com so that appropriate preparations may be made. Please contact Ms. King as well for any questions you may have.


HONORABLE ALEXANDRA SMOOTS-HOGAN