

COURT REPORTER'S NOTICE TO ATTORNEYS

Please allow this memo to serve as my instructions and/or suggestions for your pre-trial conference to be held (trial date).

At pre-trial you'll be dealing with motions in limine, witness lists, deposition designations and, of course, exhibits. The Court prefers that both sides exchange and discuss these items prior to the hearing and see what agreements can be reached.

Please provide a copy of the witness and exhibit lists to the court reporter upon arrival to pre-trial.

EXHIBITS:

Please pre-mark all exhibits with stickers and use numbers.

(No letters please). The exhibit stickers should be placed in the lower right-hand corner when at all possible.

Once an exhibit has been admitted it becomes a part of the record and must be submitted to the reporter. From that point on, all admitted exhibits are to be put on the reporter's desk and must remain there. If you use an exhibit with a witness, return it to the reporter's desk and not to counsel's table.

DEPOSITIONS:

If deposition testimony is going to be offered, provide the reporter with the complete transcript, preferably in electronic format, and also provide the page/line designations.

REALTIME: If you think you may want daily copy or rough drafts, please alert the reporter as soon as you can. My contact info is: c17berry@gmail.com or cynthia_berry@justex.net. My direct line to my office is 713-368-6493.

Regards,

Cynthia Berry, CSR