

## A Note from the 113th Official Reporter

### A little about me

I have been an official reporter since 1995. I still love my job after all these years, and I strive to give you the most accurate record I can.

To help me achieve that for you, please follow the guidelines below.

### A little about you

We may be very familiar with each other, but for the purposes of the record, it is imperative that you remember to state your name and whom you represent.

### Hearings

I am happy to report your hearing, but please be sure to let the clerk know you need a record or request that the judge put your hearing on the record.

### Exhibits

All exhibits should be marked on the front of the first page with exhibit stickers and labeled as "Plaintiff's," "Defendant's," etc. While binders with separators are nice, if exhibits get removed from the binders, now it may be hard to tell what exhibit is what. Therefore, stapling, clipping, etc., is also helpful.

Secondly, once exhibits are offered, whether admitted or not, please leave them at the reporter's desk so they do not get misplaced. At the end of trial, counsel will be asked to make sure all exhibits are accounted for before sending them back to the jury. Exhibits that are not admitted will not go to the jury but will go with the record.

### Depositions

Please provide the reporter with a full deposition as well as the excerpts for all those that will be offered as testimony.

### Unusual spellings

Your reporter will be giddy if you can provide case spellings or any case-specific names, terms, acronyms, etc.

### Bench conferences

If a bench conference is to be put on the record, please speak in a normal tone of voice directly into the amplifier on the Court's bench. White noise masks your voice so the jurors won't hear you, but it is vital that I hear you to make a record.

### Rough drafts? Dailies?

These services require a little more prep time, and the reporter may need to hire help. Please provide enough notice so that I may oblige your request.

### Now I'm just being picky.

Since I am required to write each and every word verbatim, and not just "get the gist," if there are extraneous noises, such as pen clicking, paper shuffling, etc., it may cause me to miss a vital word. Please keep this in mind.

In addition, no one wants to see misspellings in the record. If an unusual spelling comes up, you will be the reporter's best friend if you spell it or ask the witness to spell it.

Also, many times if you did not hear or understand testimony, the reporter did not hear or understand it either. I prefer not to interrupt the flow of questioning or colloquy, so if you would have it repeated, I would be most grateful.

### In conclusion

If there is anything I as the reporter can do to help you out, please do not hesitate to let me know. I look forward to working together.

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