

# ATTENTION ALL ATTORNEYS AND PRO SE LITIGANTS

## PROCEDURES REGARDING EXHIBITS FOR ALL TRIALS AND HEARINGS

1. All exhibits **MUST** be marked appropriately: P-1, P-2 or R-1, R-2, etc.
2. Each party **MUST** provide the Court and Court Reporter with an Exhibit List prior to hearing or trial commencing.
3. DO NOT USE letters as Exhibit designations: A. B, etc.
4. Before any hearing or trial., you **MUST** have copies of each Exhibit you intend to offer.
5. The original exhibits upon being admitted will be provided to the Court Reporter and will **NOT** leave her possession and control once admitted. Please provide the Court Report a USB with copies of all written and/or photo Exhibits as well photographs of models, diagrams etc.
6. You **MUST** have a copy of the Exhibit for the Judge, each opposing counsel, Amicus or Ad Litem Attorney and Pro Separty.
7. Attorneys are solely responsible to ensure and keep track of which Exhibits have been offered  
**AND admitted.**
8. At the conclusion of any earing or trial, all attorneys and Pro Se Litigants shall be required to sign a declaration as provided by the Official Court Reporter that all offered and admitted Exhibits are in her possession.

Thank you for your cooperation.

LINDA M. DUNSON  
Judge, 309<sup>th</sup> Family District Court