

61st District Court Trial Procedures

Pre-Trial

Please provide a copy of the Motions in Limine, Witness Lists, and Exhibit Lists to the Court Reporter and the Court upon arrival.

Exhibits

All exhibits must be in hard copy format, bound, and tabbed/labeled for the Judge, Jury and opposing counsel. A .pdf format of the **same exhibits** with exhibit stickers will be submitted to the court reporter in a USB disk. The exhibit stickers should be placed in the lower right-hand corner when at all possible.

The USB disk should contain the following:

1. Exhibits in PDF format
2. Exhibit Lists in PDF format
3. Witness Lists in PDF format
4. Deposition cuts (if applicable) in PDF format
5. Proposed Jury Charge in Word format

Please note that once an exhibit has been offered, it becomes a part of the record even if it was not admitted by the court. Therefore, it must be submitted to the Court Reporter.

Depositions

If deposition testimony is going to be offered, it **must be certified** before it is introduced in court. A copy of the offered portion of the transcript along with the page and line designations must be provided to the Court Reporter in PDF format.

Daily Transcript Requests

If you are requesting a daily copy of any transcript in the trial, please send a two week notice via email to the Court Reporter.