



CANDACE A. PARKE, CSR  
Official Reporter – 145<sup>th</sup> Judicial District  
101 W. Main, Suite 220  
Nacogdoches, Texas 75961  
cparke@co.nacogdoches.tx.us

## EXHIBIT RULES

### GENERAL PROCEEDINGS:

Exhibits **MUST** be marked numerically. No letters, hyphens, or dots should be added to the exhibit numbers.

All parties shall deliver to the court reporter **exhibit lists** and **witness lists**. All exhibits need to be given to the reporter on a flash drive in the applicable digital format provided herein at the pretrial hearing, if any, and before a trial or hearing begins 2 to 5 days in advance.

### ZOOM HEARINGS:

All parties shall pre-mark their exhibits and e-file them with the District Clerk for Zoom proceedings. Please mail or hand-deliver a copy of the exhibits to the court coordinator 2 to 5 days in advance of any proceeding.

#### Text Documents

Each computer file of a text document must be prepared in text-searchable Portable Document Format (PDF), compatible with the latest version of Adobe Reader. The computer file must not be password-protected, encrypted, or protected by rights management. Because scanning creates larger file sizes with images of lesser quality, scanning must be avoided when possible. To the extent possible, each text document must be converted directly into a PDF file using Adobe Acrobat, the word processing programs' PDF conversion utility, or another software program. Any scanned materials must be made searchable using optical-character-recognition software, such as Adobe Acrobat.

#### Photographs

Photographic images other than documents (e.g., photos of physical exhibits must be included within the computer file as images with a resolution of not less than 2,048 x 1,536 pixels (approximately 3 megapixels). Higher resolutions are not encouraged. If a full color rendition is necessary, color depth should be between 12-bit and 18-bit. Otherwise, grayscale images are encouraged. Photographs may be captured directly with a digital camera or scanned from a print.

#### Separator Pages

If an exhibit number is not on the exhibit image, there must be a page preceding the image to show the exhibit number.