

Sherry Shipman, 16th District Court
Steve Burgess, 158th District Court
Brody Shanklin, 211th District Court
Bruce McFarling, 362nd District Court
Brent Hill, 367th District Court
Karen Alexander, 393rd District Court



Jim Johnson, 431st District Court
Tiffany Haertling, 442nd District Court
Lee Ann Breeding, 462nd District Court
Derbha Jones, 467th District Court
Michael Dickens, 477th District Court
Crystal Levonius, 581st District Court

STANDING ORDER REGARDING EVIDENCE

When introducing evidence, the Court orders that the sponsoring party of the evidence shall ensure it is in a format that may be uploaded and accepted by the appropriate court of appeals and their guidelines.

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 program's PDF conversion utility, or another software program. Exhibits, however, may be scanned if necessary. Any scanned materials must be made searchable using optical-character-recognition software, such as Adobe Acrobat.

Scanned Documents. Images of documents must be included within the computer file as images scanned in black and white with a resolution of 300 dots per inch (dpi).

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 photographic print.

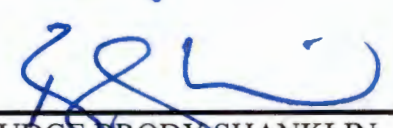
Separator Pages. If an exhibit number is not on the exhibit image, there must be a page preceding the image to show the exhibit number.

Audio/Video Files. Audio files must not exceed 100 MB. Video files must not exceed 2 GB. Data compression is encouraged, though the submitter must assure that the video and audio content have sufficient quality. The files should not be password-protected, encrypted, or protected by rights management. If the recording is too long to fit in one file, it may be broken into multiple files. An audio/video recording must be included in the record in a format supported by VLC media player (VideoLAN Organization) or Windows media player (Microsoft). JCIT Technology Standards §3.2. If a video file is not supported by at least one of the media players listed above, the file **must be converted** to another format supported by at least one media player listed. Only segments offered as an exhibit can be on the audio or video media. (i.e., a DVD of jail phone calls with 50 calls, if only certain calls are being offered, copy only those calls onto a separate disk and offer that disk as an exhibit, not all 50 calls). If at any time in the future the case is on appeal and the court of appeals cannot open the exhibit that was offered, the sponsoring party that offered the exhibit will be responsible to provide the court reporter with the exhibit that is in the acceptable format.

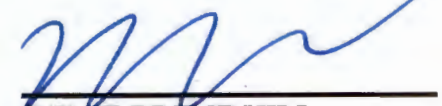
Signed this the *February 27, 2025*


JUDGE SHERRY SHIPMAN
16th District Court



JUDGE STEVE BURGESS
158th District Court


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211th District Court



JUDGE BRUCE MCFARLING
362nd District Court


JUDGE BRENT HILL
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442nd District Court


JUDGE LEE ANN BREEDING
462nd District Court


JUDGE DERBHA JONES
467th District Court


JUDGE MICHAEL DICKENS
477th District Court


JUDGE CRYSTAL LEVONIUS
481st District Court