

400th JUDICIAL DISTRICT COURT

Local Rules and Court Procedures

Judge Tameika Carter

Court Coordinator: Mandy Martinez mandy.martinez@fortbendcountytexas.gov or 400DC@fortbendcountytexas.gov

WebEx Link: Contact Court Coordinator

Associate Judge Tamecia Glover

Court Coordinator: Neva Gonzalez neva.gonzalez@fortbendcountytexas.gov

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I. GENERAL

A. COURT DECORUM

1. All attorneys (and their clients) are expected to dress appropriately. No attorneys will be allowed to conduct business with the Court wearing jeans.
2. No food or beverages (other than water or coffee in a closed container) are permitted in the Courtroom. No cursing is permitted in the Courtroom.
3. Cellphones are permissible; however they must be silenced. No photographs may be taken in the Courtroom.

B. WEATHER CLOSURES

1. If the County Judge of Fort Bend County announces that County buildings will be closed, the Court will remain closed until the County Judge announces the reopening of the building.
2. If Fort Bend Independent School District cancels classes due to inclement weather, then all hearings and trials in the 400th District Court will be cancelled on the days classes are cancelled.
3. If the parties are *not* impacted by the school closure, the Court MAY proceed with the scheduled Hearing if ALL PARTIES AGREE.

II. CRIMINAL DOCKETS

A. APPEARANCES / RESETS

1. Docket Call is at 9am for the presiding Judge unless otherwise indicated by the Court. Docket Call for the Associate Judge is at 1:00 pm on Mondays; 9:00 am on Thursdays. To prevent forfeiture, resets should be emailed before docket call. Emails must include defendant's name and docket date in the subject.
2. All resets (including those submitted via email) **MUST** include the defendant's signature. The only exception is for defendants who are quarantined for health reasons. Otherwise the Court will not accept "*signed with permission*".
3. The presence of the defendant is required on all settings for cases filed prior to 2020 (i.e. styled 19-DCR-xxxx or older) unless waived by the Court.

4. Cases file in 2020 (i.e. styled 20-DCR-xxxxx) may be permitted to appear virtually. The Court Coordinator will notify you if the appearance will be via WebEX or in person. Unless otherwise indicated by the Court, Attorneys may always appear in-person.
5. The defendant's appearance is waived for cases filed during the current year, (i.e. styled 21-DCR-xxxxx) if they are in compliance with all conditions of bond, unless otherwise indicated by the Court.
6. In-Custody Defendants: Until further notice, all inmates will appear via WebEX. Inmates may be brought over in limited situations for disposition settings with 24 hours prior notice to the Court.

B. PLEAS

1. The defendant must appear in person for all bond pleas. Defendants in jail will plea via WebEx, or in limited circumstances, in-person with 24 hours' notice to the Court coordinator. The Attorney may appear in person or virtually.
2. Plea/disposition paperwork must be signed and filed before docket for all pleas.
3. Request for Interpreter: For a Spanish language interpreter, the Court requires 48 hours' notice. For any other language, including sign language, please give the Court at least a weeks' notice.

C. COURT SETTINGS

1. For all retained attorneys, a written letter of representation must be on file.
2. Two announcement settings are allowed with the Associate Judge before a case will be transferred to the presiding Judge. Any exceptions are to be approved by the Associate Judge or Presiding Judge. Jail cases will be placed on an expedited track and will be given priority on the Jury Trial Calendar.
3. The defendant must appear in person for a bond violation hearing, unless prior approval is received from the Court.
4. Bond forfeitures are called at the end of the morning and afternoon dockets and are set aside at the discretion of the Court.
5. The Court requires a waiver be signed prior to getting a TBC setting.
6. All revocations must be set for disposition on or before the 60th day after being appointed or retained. No setting on a revocation may be longer than 21 days without the Judge's permission.
7. Bench Trials and Motions to Revoke or Adjudicate are set anytime during a nonjury week.
8. Competency hearings are held during any week, as needed.
9. Agreed matters may go to the Associate Judge when the Court is otherwise in session.

D. COURT APPOINTMENTS

1. The Court uses the rotating wheel and the Public Defender's Office at this time. Attorneys will be notified by email by the Indigent Defense Office.
2. Attorney Expense Claim Forms: If the defendant has multiple open cases which are disposed of at the same time, ALL CASES shall be reported on a single Attorney Expense Claim Form, (i.e. you may not bill twice for the same Court setting, jail visit, etc. even if the defendant has multiple cases).

III. CRIMINAL TRIALS

A. GENERAL

1. Pre-trial matters are to be scheduled and heard before the trial date. Every trial will receive a pre-trial setting 1-2 weeks before trial.
2. At the final pre-trial setting, both sides will announce whether they are ready for trial and the defendant will accept or reject the State's plea bargain offer (if any) on the record. The Court is not inclined to accept the same (rejected) plea-bargain offer after this final pre-trial setting.
3. On Jury Trial or Bench Trial settings, the Defendant and Attorney must appear and announce ready for trial by 9am on the day of trial.
4. Case order is set in advance by the Court after consultation with the parties with priority being given to jail cases.
5. Motions for continuance must be in writing and be presented in advance of the trial setting.
6. The Court will rarely accept Plea Bargains on the morning of a Jury Trial.

B. JURY TRIALS

1. Voir dire begins as soon as the jury arrives. Pleas on the day of trial in most cases will NOT be accepted. Testimony will begin the next day. The Court begins trial typically at 9am and ends at 4:30pm with an hour break for lunch.
2. The Court typically allows 30 - 45 minutes per side for voir dire. After the general voir dire, individual jurors may be questioned at the bench, only if necessary, to assist the Court in deciding a for-cause challenge.
3. If you are going to use a jury questionnaire, let the Court coordinator know 30 days before trial. Please work together to prepare a joint questionnaire that is as brief as possible. If there are any questions not agreed on, you need to present them to the Court by submission or oral hearing PRIOR to the docket call.
4. Stand each time the jury enters or exits the Courtroom.
5. Please stand when addressing the Court. The Court may instruct you to remain seated in a hearing in which there will be a lot of back and forth discussion amongst the Court and counsel. Please sit when questioning a witness. Ask to approach the witness the first time and then you may approach freely.
6. Line up your witnesses in order to avoid delay. Advise the Court if there are witness timing issues so that witnesses may be taken out of order, if necessary, or allowed to be on call so they don't have to wait a lengthy period to testify. Parties should be prepared to allow witnesses to testify out of order and be generous toward each other in this regard.

7. Identify yourself to the Judge and the Court Reporter before a hearing begins. Provide a business card with your name, correct address, phone number, fax number and e-mail address. Also include party representation.
8. Accurate exhibit lists should be furnished to The Court and to the Court Reporter. Exhibits are to be marked with exhibit stickers. Use only numbers when marking exhibits instead of letters. Parties may provide their own exhibit stickers. Exhibits with multiple pages should be stapled, bound and/or assembled so that they may be accurately preserved.
9. Redactions should be made prior to the exhibit being offered. Exhibits redacted after the exhibit is admitted (subject to redaction or without initial objection) are to be marked as an "A" exhibit and the original, unredacted exhibit is kept by the Court Reporter for the record. Once an exhibit is offered (even if not admitted), it must be tendered to the Court Reporter.
10. Once an exhibit number has been assigned, the same exhibit number may not be used for another exhibit, even if the original exhibit is withdrawn or not used in the hearing or trial.
11. Arrangements for acquiring testimony after a hearing or during a trial may be made directly with the Court Reporter.

IV. CIVIL DOCKETS

A. AGREED AND UNOPPOSED MOTIONS

1. Agreed or unopposed motions do not have to be placed on the Court's oral hearing or submission docket. All unopposed or agreed motions should be titled as such. These motions are expeditiously presented to The Court without the necessity of a hearing (this includes unopposed motions for continuance).
2. ALL continuance or reset motions (whether agreed, unopposed or opposed) MUST state what number continuance motion is being filed (i.e. "Plaintiff's First" or "Defendant's Second" or "Third Agreed Motion," etc.).
3. Agreed motions and orders should contain signature blocks for all parties who are agreed to the relief requested and should state "AGREED AS TO SUBSTANCE AND FORM AND ENTRY REQUESTED" above the signature block.

B. COURT REQUESTS

1. In certain situations, the Court will ask you to supplement your unopposed motion, request for default judgment, or expedited foreclosure with additional evidence. Please feel free to contact the Court to confirm whether the additional evidence has been brought to the Court's attention.

C. CERTIFICATES OF CONFERENCE

1. The Court requires complete compliance with Texas Rules of Civil Procedure 191.2 and our local rules.
2. Motions must have certificates of conference. All certificates of conference must be explicit as to the party's efforts to resolve the motion with all other parties/counsel prior to filing. If a party was unable to reach the other side prior to filing the motion, the certificate should state the efforts to communicate with that party and should always be supplemented as soon as possible after the parties have conferred. If the Court does not see a supplemented certificate in such circumstances, please expect a call asking for one. Please note the following:
 - a. Sending a copy of a motion, without more, is not a conference.
 - b. Sending an e-mail or leaving a telephone message, without more, is not a conference.
 - c. If opposing counsel refuses to return numerous phone calls or other messages, outline your efforts to confer in your certificate of conference.

D. DISCOVERY MOTIONS

1. Always consult opposing counsel (preferably the lead attorney) before filing any motion related to discovery. Include an explicit certificate of conference as described above in the section of these procedures titled "Certificates of Conference." Be sure to submit the discovery response(s) at issue as sub-documents when e-filing, or state verbatim the request and answer in the body of your motion.
2. Proposed orders should list each discovery issue separately so that the Court may sign a specific order granting or denying the requested relief.

E. ORAL HEARINGS

1. Civil hearings may be held by WebEx if all parties agree to appear virtually. The Court will not conduct hybrid hearings, so if all parties do not agree to virtual, please expect to appear in person. ***(Note: Judge Carter is conducting all Civil Hearings without witness testimony virtually until further notice.)***
2. It is the movant's responsibility to provide proper written notice of the hearing to the Court and to all parties. It is also the movant's responsibility to timely advise opposing counsel if he/she is passing the hearing. The Court coordinator will remove from the docket motions that do not timely comply with this policy and will notify the requesting party of same.
3. PLEASE NOTE: Any matter that has been set by the parties for an oral hearing on a date later than the deadline in the DOCKET CONTROL ORDER will not be considered by the Court without a motion for leave explaining sufficient cause for the late filing. The Court will NOT consider substantial and potentially dispositive (or outcome determinative) motions on the eve of trial or the morning of trial. Late filing of motions will rarely be a sufficient basis for a continuance.
4. The Court encourages you to file responses, replies and objections at the earliest possible moment so that the Court can review them and promptly rule. Objections to summary judgment evidence filed on the morning of the hearing will not be considered.
5. Responses that are filed after the response deadline provided for in the rules MUST be accompanied by a separate motion for leave to late file the response with a proposed order.

6. Any replies that are filed after Friday at NOON for a Monday oral hearing are NOT LIKELY to be considered by the Court.

F. EMERGENCY HEARINGS

1. If the need for an emergency hearing arises, parties must first consult with each other about the matter and if both sides agree to an emergency hearing, contact the Court coordinator to set up a video conference with The Court.
2. If, after conferring, only one party thinks it is an emergency, the party requesting the hearing must file a motion for emergency hearing.
3. If an emergency hearing is granted, the movant is responsible for providing proper notice of the hearing to all parties.

G. SUBMISSION DOCKET

1. Submission docket is on Monday at 8:00 AM after 10 days' notice.
2. Default judgments can be set on the submission docket, unless you need to prove up unliquidated damages. Please submit the proper non-military affidavit by visiting the Defense Manpower Data Center's (DMDC) Military Verification service at <https://scra.dmdc.osd.mil> and a Certificate of Last Known Address. Please make clear in the title of the motion and proposed judgment whether the judgment will be final (disposing of all claims and all parties) or interlocutory (partial).
3. Oral hearings for matters placed on the submission docket can be held, if requested, at the Court's discretion. A request for an oral hearing is not a substitute for a response nor for a motion to continue the hearing. Please clearly identify your request for an oral hearing or your request to continue the hearing by filing them separately from your response with proposed orders attached. The Court coordinator will inform you if the determines an oral hearing is appropriate.
4. The Court may request an oral hearing for matters placed on the submission docket. If this occurs, the Court coordinator will contact all parties with available dates.

H. SANCTIONS

1. Sanctions will infrequently be awarded unless the opponent has violated a previous order, or the conduct is egregious.
2. All requests for attorney's fees as sanctions MUST be established by affidavit or live testimony as to reasonableness and necessity as well as meet other legal requirements, unless the parties agree on the record, in a filed Rule 11 Agreement, or an agreed order as to the amount.

I. SEVERANCES

1. All motions and orders for severance must contain the following:
 - a. New case number, Court number, case type and new style name;
 - b. Reference the parties in the new suit;
 - c. List of original pleadings to be severed out and transferred to the new case;
 - d. List of pleadings to be transferred to the new case (together with a listing of the document type, activity date for the document, number of pages and image number);
 - e. Indicate attorney name, address and bar number to whom costs for the severance are to be assessed; and

- f. Indicate the severance case's status, and whether the new case file is interlocutory (not a final appealable matter) or whether severance will cause the newly severed matter to be final and appealable upon severance. As an example, if a plaintiff obtains a summary judgment as to one of multiple defendants, and severs the disposed claims against that defendant into a new cause, that severance order will start the appellate timelines because all claims in the new cause will be resolved as to all claims and all parties. This should be expressly stated in the motion for severance.
2. Parties may consider, in the proper case, a request for abatement of a cause of action, or separate trials within one lawsuit, as this may be a more appropriate, and less expensive and cumbersome alternative.

J. SPECIAL EXCEPTIONS

1. Please explicitly identify by page and paragraph the pleading or portion thereof to which you are specially excepting (unless the special exception is only to the maximum amount of damages sought pursuant to Texas Rules of Civil Procedure 47).
2. Parties are encouraged to restate verbatim the paragraph(s) to which your special exceptions apply in the proposed order and provide blanks in which the Court may check "sustained" or "overruled" as to each separate matter to which the movant is specially excepting.

K. SUBSTITUTE SERVICE (RULE 106)

1. All motions for substituted service under Rule 106 must be accompanied by an affidavit that includes the following information:
 - a. Efforts taken to verify that defendant actually lives or works at the subject address;
 - b. Each attempt at service, with date(s) and time(s). Evidence must indicate attempted service within 3 months of filing the motion.
 - c. Identity of persons who were present at the subject address and what was said; and
 - d. A printout of a public record or Public Data.com or similar online database confirming that the person to be served actually resides at the address at which service is being attempted. This can also include a statement identifying license plates of cars in the driveway and attaching a printout of license plates registered to the person to be served. Statements by neighbors or by people residing in the abode must include the full name of the person and a description. The Court requires some assurance that the person resides at that address.

L. VOLUNTARY NON-SUITS/DISMISSALS

1. All non-suits and voluntary dismissals should be titled as interlocutory or final. Interlocutory orders should expressly list which parties and claims are being dismissed and which remain (if any).
2. Final orders **MUST** state that the order disposes of all claims and all parties and is intended to be a final, appealable order.
3. Motions and notices of non-suit as well as orders of non-suit should expressly state that they are being filed pursuant to Rule 162 of the Texas Rules of Civil Procedure. These motions are immediately presented to The Court without the necessity of submission or oral hearing.

M. NONSUITS INVOLVING MINORS

1. In non-suits and dismissals involving minors, parties must disclose to the Court whether the minor is receiving a settlement so the Court can determine whether a guardian ad litem should be appointed. The Court will not appoint a guardian ad litem where none is warranted by Texas Rules of Civil Procedure 173, however it is important that this information is furnished to the Court for proper consideration. Nonsuits and dismissals filed without providing this information will not be granted.

N. WITHDRAWAL AS ATTORNEY OF RECORD

1. All motions and proposed orders to withdraw as attorney of record must contain the following:
 - a. An indication that the motion to withdraw and notice of the hearing or notice of submission was provided to the client, including evidence of mailing the motion to the client;
 - b. An indication of whether the client consents to the motion;
 - c. The last known mailing address, phone and fax number of client; and
 - d. Notice to client that client has the right to appear at the hearing to object to the motion or file a response prior to the submission of the motion
2. Please make reasonable efforts to find substitute counsel in the appropriate case so that the client's interests are protected.
3. These motions DO require a certificate of conference, as opposing counsel has a right to be heard on these motions.

O. AD LITEMS

1. The Court maintains a list of all attorneys who are qualified to serve as Attorney Ad Litem or Guardian Ad Litem in civil cases.
2. An attorney who desires to be appointed shall apply with the Court via the application on the Court's website and forward their application and resume with the required evidence of qualifications to the Court coordinator. Fluency in languages other than English, should also be listed.
3. Applications must indicate that the attorney satisfies the following qualifications:
 - a. Be licensed by and in good standing with the State Bar of Texas for at least one (1) year preceding the initial application.
 - i. An attorney who has received public reprimand is disqualified from inclusion on the list for one (1) year following the reprimand.
 - ii. An attorney who received a suspension or disbarment is disqualified from inclusion on the list for one (1) year following reinstatement in good standing by the State Bar.
 - b. Exhibit proficiency and a commitment to providing quality representation to clients on civil cases;
 - c. Demonstrate professionalism and reliability when providing representation to clients in civil cases;

- d. Complete an Attorney Ad Litem or Guardian Ad Litem Continuing Legal Education program no more than two (2) years prior to the initial application. Thereafter, attend CLE once every four years.
4. An attorney may be removed from the list if he or she fails to perform the duties as an Attorney Ad Litem or fails to satisfy the requirements herein.
5. An attorney on the list is responsible for notifying the Court when he or she no longer meets the requirements herein.
6. Inclusion on the list does not constitute an endorsement or recommendation by the Court and no attorney so listed may state or imply that they have been approved, recommended or endorsed by the 400th District Court for any reason or purpose.

P. MEDIATORS/ARBITRATORS

1. The Court maintains a list of individuals qualified to serve as a Mediator or Arbitrator for appointment to rare cases where the parties are unable to agree on a mediator or arbitrator.
2. An individual who desires to be appointed shall apply with the Court via the application on the Court's website and forward their application and resume with required evidence of qualifications to the Court coordinator. . Fluency in languages other than English, should also be listed.
3. Individuals who desire to be included on the list must indicate that he or she has completed training pursuant to the Texas Alternative Dispute Resolution Act.
4. An attorney may be removed from the list if he or she fails to perform the duties as a mediator or arbitrator or fails to satisfy the requirements herein.
5. An attorney on the list is responsible for notifying the Court when he or she no longer meets the requirements herein.

V. CIVIL TRIALS

A. GENERAL

1. Throughout the pendency of a case, the parties, all counsel, and their agents or representatives shall obey and comply with the Texas Rules of Civil Procedure, the Texas Disciplinary Rules of Professional Conduct, and the Texas Lawyers' Creed – A Mandate for Professionalism (as applicable).
2. The Court expects counsel to act professionally at all times. Violations of these procedures (or of other orders and/or instructions of the Court) are punishable by contempt. This punishment can include up to a \$500.00 fine and/or six (6) months in jail. Violations may also be subject to sanctions pursuant to Rule 215, Texas Rules of Civil Procedure, as well as other applicable authority and the inherent power of the Court

B. TRIAL SETTINGS

1. All cases are set for trial by the Court coordinator with input from all parties.
2. If you anticipate a challenge to an expert's qualifications, please schedule the hearing well in advance of trial (see discussion of *Daubert* Motions below). Please discuss scheduling of any anticipated *Daubert* motion with the Court at an earlier status conference. Parties must call the Court coordinator to get docket positions.

C. MEDIATION

1. The Court requires the parties to complete alternative dispute resolution prior to setting a case for trial.
2. If you believe that your case is not appropriate for mediation, file an objection to mediation as soon as practicable and set it on the submission docket. An agreed motion will usually be granted. The Court may set an opposed motion the Court for oral hearing or a quick video conference.

D. JURY PANELS

1. If you need a panel of more than 40 jurors, please let the Court coordinator know at least 4 weeks before trial.

E. CONTINUANCES

1. Continuance motions should be filed early.
2. Motions for trial or pretrial deadline continuances MUST to be accompanied by an appropriate affidavit, unless they are agreed.
3. ALL continuance or reset motions (whether agreed, unopposed or opposed) MUST state what number continuance motion is being filed (i.e. "Plaintiff's First" or "Defendant's Second" or "Third Agreed Motion," etc.).

F. VOIR DIRE

1. The Court typically allows 30 - 45 minutes per side for voir dire. After the general voir dire, individual jurors may be questioned at the bench, only if necessary, to assist the Court in deciding a for-cause challenge.
2. If you are going to use a jury questionnaire, let the Court coordinator know 30 days before trial. Please work together to prepare a joint questionnaire that is as brief as possible. If there are any questions not agreed on, you need to present them to The Court by submission or oral hearing PRIOR to the docket call

G. JURY CHARGES

1. The Court requires the parties to exchange proposed jury charges, motions in limine, exhibit lists, actual exhibits, party/attorney lists, witness lists, and deposition excerpts BEFORE the docket call, which is usually conducted by the coordinator by email the Friday that is 10 days before the trial date.
 - a. Eliminate duplicate exhibits, if possible, by agreement.
 - b. Mark an 8 x 11 size exhibit for any blowup used.
 - c. Be prepared to advise the Court of exhibit numbers for which you have no objection.
 - d. Please work diligently to hone your motion in limine to the issues in the case rather than a boilerplate "everything but the kitchen sink" motion. Then work with opposing counsel or pro se parties to narrow those issues by agreement. As you can imagine, the Court will frown on having to consider 40 different limine points while the jury panel is waiting in the hall.
 - e. When preparing video deposition excerpts to play at trial, remember that some portions may be excluded under the Texas Rules of Evidence, and be prepared to present only the admitted portions without having to stop and start the presentation

repeatedly in front of the jury. This may mean being prepared to edit the video deposition quickly during the course of the trial.

H. DAUBERT MOTIONS

1. All Daubert Motions (motions to exclude expert witness testimony) should be filed AND set for hearing WELL IN ADVANCE OF TRIAL (i.e. not on the eve of trial). The Court will NOT consider such motions filed after the deadline in the docket control order without a motion for leave demonstrating exceptionally good cause.

I. DEPOSITIONS

1. Provide page/line for any witness anticipated to testify by deposition PRIOR to the docket call.
2. Opposing counsel must promptly advise of any objections.
3. If objections remain, then the party seeking to exclude the testimony should file a motion to rule on the objections as soon as possible so that the Court can promptly rule on the objections prior to voir dire. Separately, if there are "form" objections in the deposition transcript that cannot be agreed upon, the party seeking to overrule the objection should file a motion for a ruling on these.

J. TIME FOR TRIAL

1. Be prepared to advise The Court of a realistic amount of time necessary to present your case in chief and any lengthy cross-examinations.

K. COURT'S CHARGE

1. Drafts of proposed jury charges should be exchanged PRIOR to the docket call date.
2. Once assigned trial, the parties should make arrangements with the Court coordinator to e-mail their proposed charge to the Court in Microsoft Word format so that the Court may compile the Court's charge as the trial proceeds.

L. FINDINGS OF FACT/ CONCLUSION OF LAW

1. In a non-jury trial, proposed Findings of Fact and Conclusions of Law MUST be filed prior to trial to enable the Court to follow along during trial. Courtesy copies should be filed via e-mail to the Court coordinator in Microsoft Word format. These proposed findings and conclusions may, of course, be revised and filed subsequent to the trial as allowed by the Texas Rules of Civil Procedure.

M. Jury Trials: General Information

1. Voir dire begins as soon as the jury arrives. Testimony will begin the next day. The Court begins trial typically at 9am and ends at 4:30pm with an hour break for lunch.
2. The Court typically allows 45 minutes per side for voir dire. After the general voir dire, individual jurors may be questioned at the bench, only if necessary, to assist the Court in deciding a for-cause challenge.
3. If you are going to use a jury questionnaire, let the Court coordinator know 30 days before trial. Please work together to prepare a joint questionnaire that is as brief as possible. If

- there are any questions not agreed on, you need to present them to the Court by submission or oral hearing PRIOR to the docket call.
4. Stand each time the jury enters or exits the Courtroom.
 5. Please stand when addressing the Court. The Court may instruct you to remain seated in a hearing in which there will be a lot of back and forth discussion amongst the Court and counsel. Please sit when questioning a witness. Ask to approach the witness the first time and then you may approach freely.
 6. Line up your witnesses in order to avoid delay. Advise the Court if there are witness timing issues so that witnesses may be taken out of order, if necessary, or allowed to be on call so they don't have to wait a lengthy period to testify. Parties should be prepared to allow witnesses to testify out of order and be generous toward each other in this regard.
 7. Identify yourself to the Judge and the Court Reporter before a hearing begins. Provide a business card with your name, correct address, phone number, fax number and e-mail address. Also include party representation.
 8. Accurate exhibit lists should be furnished to The Court and to the Court Reporter. Exhibits are to be marked with exhibit stickers. Use only numbers when marking exhibits instead of letters. Parties may provide their own exhibit stickers. Exhibits with multiple pages should be stapled, bound and/or assembled so that they may be accurately preserved.
 9. Redactions should be made prior to the exhibit being offered. Exhibits redacted after the exhibit is admitted (subject to redaction or without initial objection) are to be marked as an "A" exhibit and the original, unredacted exhibit is kept by the Court Reporter for the record. Once an exhibit is offered (even if not admitted), it must be tendered to the Court Reporter.
 10. Once an exhibit number has been assigned, the same exhibit number may not be used for another exhibit, even if the original exhibit is withdrawn or not used in the hearing or trial.
 11. Page/line designations of deposition testimony, along with a non-condensed copy of the transcript, are to be furnished to the Court Reporter prior to the offer. When one person is reading from written deposition testimony, the reader must say "Question" prior to reading each question and "Answer" prior to reading each answer.
 12. Arrangements for acquiring testimony after a hearing or during a trial may be made directly with the Court Reporter.