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JUDGE BARBARA E. ROBERTS

County Court at Law No. 2
Galveston County

PROCEDURES FOR EXHIBITS FOR TRIALS AND HEARINGS

1. Attorneys and pro se litigants SHALL mark all exhibits appropriately using the following designations and numbers. Parties shall not use letter designations (A,B,C, etc.) for exhibits.

   Plaintiff or Petitioner: P-1, P-2, etc.
   Defendant: D-1, D-2, etc.
   Respondent: R-1, R-2, etc.
   State: S-1, S-2, etc.

2. Each page or photo of an exhibit shall be numbered unless such exhibit consists of only one page or photo.

3. Each party SHALL provide the Judge and Court Reporter an exhibit list before the trial or hearing begins. The exhibit list shall include the exhibit number, brief description of the exhibit, and columns labeled "offered," "objected," "admitted," and, "not admitted."

4. Upon the Court admitting an exhibit into evidence, the attorney or pro se litigant shall hand the original exhibit to the Court Reporter. If an attorney or pro se litigant uses the original exhibit to examine a witness, the attorney or pro se litigant shall return the original exhibit to the Court Reporter upon completing the examination of the witness. The original exhibit shall not leave the Court Reporter's possession, except to be used for examining a witness. Attorneys or pro se litigants SHALL NOT take an admitted exhibit to counsel table.

5. Attorneys and pro se litigants shall provide a copy of the admitted Exhibit to the Judge, opposing counsel, other attorney, such as the amicus or ad litem attorney or Assistant Attorney General, and any pro se party.

6. Attorneys and pro se litigants are solely responsible for ensuring and knowing which Exhibits have been offered and admitted.

7. At the conclusion of any hearing or trial in which exhibits have been offered and admitted, attorneys and pro se litigants shall be required to sign a declaration provided by the Court Reporter certifying that all offered and admitted exhibits are in the Court Reporter's possession.