

FILED
9:48 O'CLOCK A.M.

MAY 29 2019

COURT'S STANDING ORDER

DISTRICT CLERK, YOUNG COUNTY, TEXAS

BY *James P. Ford* DEPUTY

**RE: District Court Audio/Visual
Evidence**

In the District Court

90th Judicial District

ORDER REGARDING AUDIO/VISUAL EVIDENCE

When introducing an audio or video CD/DVD/Media storage device, the Court ORDERS that the sponsoring party of such media shall ensure that it is in a format that may be uploaded and accepted by the appropriate Court of Appeals applying its current guidelines. Audio exhibits may not exceed 100 MB. Video files may not exceed 5 GB. Media must be submitted in a file format from the following list: .avi, .wmv, .wav, .mpg, .mid, .asf, .mpeg, .mpl, .mp2, .mp3, .mp4, .m4v, .mpg, .ogg, .oga, .ogv, .webm. If an exhibit is in one of the foregoing formats with the associated extensions, the sponsoring party does not have to convert it to one of the above-referenced formats. If it is not in one of the above-referenced formats, the sponsoring party shall convert it to one of the above-referenced formats. Only segments offered as an exhibit can be on the audio or video media. (E.g., a DVD of jail phone calls with 50 calls. If only certain calls are being offered, copy only those calls to be offered 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 an exhibit that was offered, the sponsoring party that offered the exhibit will be responsible for providing the court reporter with the exhibit that is in the acceptable format.

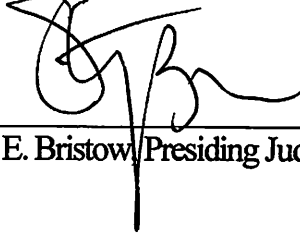
The Court encourages ALL parties to meet prior to trial and agree to the

portions of the video/audio evidence to be offered in order to eliminate duplication, delay in the trial, or conflicts regarding said video/audio evidence.

If a conflict cannot be resolved and said video/audio evidence must be admitted in accordance with the law, the above-stated rule applies.

All Exhibits, whether video/audio or paper, offered into evidence depicting children (under the age of 18) and medical records in any form are hereby ordered to be sealed.

Signed this the 29th day of May, 2019.

A handwritten signature in black ink, appearing to read 'S. E. Bristow', written over a horizontal line.

Stephen E. Bristow, Presiding Judge



COURT OF APPEALS
SECOND DISTRICT OF TEXAS

CHIEF JUSTICE
TERRIE LIVINGSTON

JUSTICES
LEE ANN DAUPHINOT
ANNE GARDNER
SUE WALKER
BOB McCOY
BILL MEIER
LEE GABRIEL

TIM CURRY CRIMINAL JUSTICE CENTER
401 W. BELKNAP, SUITE 9000
FORT WORTH, TEXAS 76196

TEL: (817) 884-1900

FAX: (817) 884-1932

www.txcourts.gov/2ndcoa.aspx

CLERK
DEBRA SPISAK

CHIEF STAFF ATTORNEY
LISA M. WEST

GENERAL COUNSEL
CLARISSA HODGES

Guidelines for Reporter's Records – Exhibits

Exhibits to reporter's records must be filed in electronic format via the court's TAMES web portal to the extent those exhibits are convertible to an electronic format conforming to the size and format requirements of the TAMES portal.

- **Documentary exhibits.** Exhibits in the form of text documents must be prepared in text-searchable Portable Document Format (PDF), preferably by converting the document directly into a PDF file, but may be scanned if necessary. Unif. Format Manual for Tex. Reporters' Records § 8.3. Documentary exhibits should also conform as closely as possible to section 3.1 of the most recent Technology Standards promulgated by the Judicial Committee on Information Technology and approved by the Supreme Court of Texas.
- **Photographic exhibits.** Photographs must be included within the computer file as images, either by capturing photographs directly with a digital camera or by scanning from a photographic print. Unif. Format Manual for Tex. Reporters' Records § 8.6.
- **Audio exhibits.** An audio recording must be included in the record as an .mp3 file, Unif. Format Manual for Tex. Reporters' Records § 8.9, or in a format supported by one of the following media players if the original is natively supported by that player: Quick Time (Apple), VLC media player (VideoLAN Organization), or Windows media player (Microsoft), JCIT Technology Standards § 3.2.A.
- **Video exhibits.** A video recording must be included in the record as an .mp4 file, Unif. Format Manual for Tex. Reporters' Records § 8.10, or in a format supported by one of the following media players if the original is natively supported by that player: Quick Time (Apple), VLC media player (VideoLAN Organization), or Windows media player (Microsoft), JCIT Technology Standards § 3.2.A.

Physical media (e.g., cassettes, VHS, DVD, etc.) may be sent to the appellate court only if ordered by the appellate court. Unif. Format Manual for Tex. Reporters' Records §§ 8.9, 8.10. Original exhibits may be sent to the appellate court in lieu of copies under order of the trial court, but **only**, if an electronic copy of the exhibit cannot