

# UNITED STATES DISTRICT COURT EASTERN DISTRICT OF TEXAS HEARING AND TRIAL EXHIBIT GUIDE

(Rev. 12/1/2025)

<b>PRE-TRIAL</b>	<p>Comply with all provisions found in LR CV-79(a) / LR CR-55. Convert non-documentary exhibits into a document format (e.g., substitute a photograph and then save the copy in PDF format). You must retain the original exhibit until it is eligible for disposal as indicated in the <a href="#">Exhibit Disposal Eligibility Guide</a> in case an appellate court requests it from the clerk.</p> <p>Additionally, deliver video, highly confidential (e.g., source code), or sensitive exhibits (e.g., sensitive images) to the courtroom deputy on a separate USB drive in an envelope labeled with the case number, style, date of trial, and party affiliation to the case. Name each file using the exhibit number and nature of the exhibit (e.g., "Exh. 1 – Video of car crash").</p>
<b>POST-TRIAL</b>  <b>E-FILE OF EXHIBITS WHEN ORDERED TO DO SO</b>	<p><b>Step 1</b> Although the courtroom deputy will have filed a list of exhibits admitted by the court (which may have been prepared on a standard judiciary form or be comprised of lists prepared by the parties that the courtroom deputy agrees reflects the list of admitted exhibits), when a judge orders the parties to e-file exhibits, you must:</p> <ul style="list-style-type: none"> <li>• Prepare a signed index of your admitted <u>public</u> exhibits that lists the exhibits in chronological order and notes the same number assigned to each exhibit that appears on the courtroom deputy's Admitted Exhibit List. Once you docket this list and the public exhibits, they will be viewable by the public only in the clerk's office and remotely only by case participants, and</li> <li>• Prepare a separate signed index for <u>sealed</u> exhibits (whether they were admitted under seal or later ordered sealed). The index must include a Certificate of Service that indicates a method of service other than CM/ECF. Once docketed, the docket entry for the index and sealed exhibits will be visible on the docket sheet but the documents will be viewable by court staff only. If an appeal is later taken, they will be included in the sealed portion of the record on appeal.</li> </ul>
	<p><b>Step 2</b> Combine the exhibits that will be attached to each index in chronological order into one or more PDFs, each of which must not exceed 50 MB in size:</p> <ul style="list-style-type: none"> <li>• Do not include highly confidential exhibits (e.g., exhibits displayed in a sealed courtroom, source code, sensitive images). If an appeal is later taken, the clerk will provide these exhibits to the appellate court upon their request;</li> <li>• Ensure that the exhibit number is visible on the face of each exhibit or on a preceding identification page; and</li> <li>• For any non-documentary exhibit that cannot be converted into a document format, or for any highly confidential exhibit, prepare a page that notes the exhibit number, nature of the exhibit, and the clerk's retention (e.g., "Exh. 4, Video exhibit, Retained by clerk," "Exh. 5, Highly confidential exhibit, Retained by clerk").</li> </ul>
	<p><b>Step 3</b> Docket <b>PUBLIC</b> exhibits using the civil or criminal <b>Admitted Hearing Exhibits</b> event and <b>SEALED</b> exhibits using the <b>Admitted Hearing Exhibits (Sealed)</b> event. Attach the index as the Main Document and the combined exhibit files as an attachment. As you upload each attachment, use the description field to note the range of exhibit numbers included in the PDF (e.g., "Exh. 4," "Exhs. 10-20").</p> <p>If you are unable to upload all exhibits in one docket entry, use the <u>same Exhibits docket event</u> and index described above before attaching more exhibit attachments. Repeat as needed. (So that exhibits will sort into the appropriate category in any later electronic record on appeal, do not use the <i>Additional Attachments to Main Document</i> event.)</p>