

FILED FOR RECORD  
AT: \_\_\_\_\_ O'Clock \_\_\_\_\_

GENERAL ORDER  
IN THE DISTRICT COURTS, COUNTY COURTS AT LAW  
AND COUNTY COURT  
OF  
WICHITA COUNTY, TEXAS

OCT 11 2019  
PATTI FLORES, Clerk Dist  
Courts & County Courts at Law  
Wichita County, Texas  
By \_\_\_\_\_ Dep

ORDER REGARDING EVIDENCE

Effective immediately, the following order shall apply to all parties when seeking to introduce an audio, video, CD, DVD, or other electronic media storage devices. The Court ORDERS that the sponsoring party of such media exhibits shall ensure that it is in a format that may be uploaded and accepted by the appropriate Court of Appeals applying its guidelines at the time of the admission of the exhibit. As of the date of the entry of this order, electronic evidence must be submitted in one of the following file formats: .avi, .wmv, .wav, .mpg, .mid, .asf, .mpeg, .mp1, .mp2, .mp3, .mp4, .m4v, .ogg, .oga, .ogv, .webm. In the event that the exhibit is not in one of the above referenced formats, or in a format acceptable to the appropriate Court of Appeals, the sponsoring party shall convert the item to an acceptable format.

IT IS FURTHER ORDERED that audio exhibits may not exceed 100 MB in any single file. Video files may not exceed 5 GB in any single file. In the event that the audio or video file exceeds these size limits, the file shall be divided into separate files that do not exceed the stated limits and shall be labeled (both on the outside of the exhibit and the file name on the media storage device) with the following format as an example:

“Exhibit \_\_\_\_\_--Defendant Smith Statement—1 of 2”.

Further, only segments offered as an exhibit can be on the audio or video media admitted as an exhibit; for example, a disc 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.)


IT IS FURTHER ORDERED that all oversized or enlarged exhibits shall be accompanied by 8-1/2" x 11" copies, with a marked exhibit sticker on the front, which the court reporter shall retain for the record on appeal. Any exhibits that the party desires to utilize in an oversized or enlarged form shall be an exact replica of the exhibit that was admitted. The oversized or enlarged exhibit shall only be utilized for demonstrative purposes to the fact finder; however, the 8-1/2" x 11" will become the official exhibit for record purposes.

IT IS FURTHER ORDERED that each computer file of a text document must be submitted 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. All scanned exhibits shall be made searchable using optical-character-recognition (OCR) software, such as Adobe Acrobat.


In the event that a 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.


Signed this the 7<sup>th</sup> day of October, 2019.

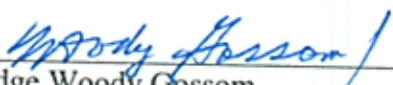
  
\_\_\_\_\_  
Judge Jeff McKnight  
30<sup>th</sup> District Court

  
\_\_\_\_\_  
Judge Gary Butler  
County Court at Law #1

\_\_\_\_\_  
(Judge's seat vacant as of time of entry)  
78<sup>th</sup> District Court

  
\_\_\_\_\_  
Judge Greg King  
County Court at Law #2

  
\_\_\_\_\_  
Judge Charles Barnard  
89<sup>th</sup> District Court

  
\_\_\_\_\_  
Judge Woody Gossom  
County Court