

## **COURT REPORTER PROCEDURE**

### **PAPER EXHIBIT PROCEDURE:**

1. If Parties bring paper exhibits, each party will mark exhibits and give **originals to court** and a **copy to court reporter**.
2. **Parties should always include Court Reporter information on Page 2 of FORM 4 or in the Order if a FORM 4 is not required.**
3. Court Reporter will prepare thumb drive Transcript with exhibits attached and send to Court with a cc to attorneys and/ or SRL parties.
4. The MIE Court will then deliver thumb drive in an envelope with case identification information on inside to the Clerk of Court.

### **E-FILING PROCEDURE:**

1. Parties can e-file exhibits prior to trial and then post trial P and D attorneys will file Stipulation of Admitted Exhibits.
2. Parties can bring thumb drive to use with Exhibit screen pursuant to Courtroom Technology Procedure.

### **POST TRIAL PROCEDURE:**

The court will hold the original exhibits until 45 days following a final order is issued by the court. If a party files a Rule 59(e) motion, the 45 day period will begin following the issuance of an order on that motion. Upon the conclusion of the 45 days, the parties will coordinate retrieving the exhibits. If a Notice of Appeal has been filed, the parties will coordinate scanning the exhibits so that they can be made part of any Record on Appeal.

If no notice of appeal or written request delivered to court and parties, the court will maintain and dispose of exhibits pursuant to its normal file retention policies.

