



COURT OF APPEALS
SECOND DISTRICT OF TEXAS

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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

be provided via the court's TAMES web portal. *Id.* § 5.2; see also Tex. R. App. P. 34.6(g)(2).

If a court reporter cannot convert an exhibit to an electronic format suitable for uploading to the TAMES web portal, the court reporter must include the exhibit number on a separator page along with the following statement: "EXHIBIT UNABLE TO BE FILED ELECTRONICALLY." **In addition**, at the same time that the court reporter files the reporter's record, the court reporter must also separately file a signed statement 1) certifying that the court reporter was unable to file the exhibit electronically and 2) explaining why the court reporter cannot file the exhibit electronically (for example, that the media exceeds the size limitations of the TAMES portal and cannot be compressed or broken into multiple files in a way that would accurately depict the original exhibit). Upon submission of such a statement, the court reporter need not send a physical exhibit; the court may later, upon a party's request or its own motion, order the original exhibit to be forwarded to the court in accordance with Tex. R. App. P. 34.6(g)(2).

A template reporter's certification is available in the Clerk/Court Reporter Resources tab in the Electronic Filing section of this court's website, along with a link to these guidelines.