

## **GENERAL ORDER REGARDING EVIDENCE**

*IN THE DISTRICT COURTS AND COUNTY COURT AT LAW OF WALKER COUNTY, TEXAS*

**Effective immediately**, this order shall govern the introduction of audio, video, CD, DVD, or other electronic media storage devices in all proceedings.

The Court **ORDERS** that the sponsoring party of any such media exhibit must ensure it is submitted in a file format that can be uploaded and accepted by the appropriate Court of Appeals, following its guidelines as they exist at the time of the exhibit's admission.

As of the issuance of this Order, acceptable formats include: .avi, .wmv, .wav, .mpg, .mid, .asf, .mpeg, .mpl, .mp2, .mp3, .mp4, .m4v, .ogg, .oga, .ogv, .webm.

If an exhibit is not in one of these formats or in a format recognized by the appropriate appellate court, the sponsoring party must convert the media to a compatible format prior to admission.

**IT IS FURTHER ORDERED** that audio or video exhibits may not exceed 2 GB in size per file. If a file exceeds this limit, it must be divided into smaller files not exceeding 2 GB each. Each segmented file must be clearly labeled both externally and within the media device file name using the following format: "*Exhibit – [Party Name] [Description] – [File Number] of [Total Files]*" e.g., "*Exhibit – Defendant Smith Statement – 1 of 2.*"

Only the segments of audio or video content being offered as exhibits shall be included. For example, if a disc contains 50 jail phone calls and only a portion are being admitted, the sponsoring party must copy only those specific calls to a separate disc and offer that disc as the exhibit, excluding all others.

**IT IS FURTHER ORDERED** that all oversized or enlarged exhibits shall be accompanied by 8.5" x 11" copies bearing a marked exhibit sticker on the front, which shall be retained by the court reporter for the record on appeal. Any oversized or enlarged exhibit offered must be an exact replica of the admitted exhibit. Such exhibits may be used for demonstrative purposes before the fact finder; however, the 8.5" x 11" version shall serve as the official exhibit for the appellate record.

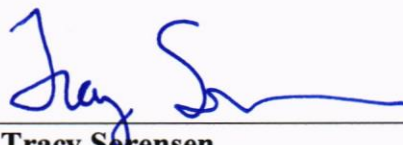
**IT IS FURTHER ORDERED** that each computer file of a text document must be submitted in text-searchable Portable Document Format (.pdf), compatible with the latest version of Adobe Reader. The file must not be password-protected, encrypted, or restricted by rights management. All scanned exhibits must be made text-searchable using optical character recognition (OCR) software, such as Adobe Acrobat.

In the event a case is on appeal and the Court of Appeals is unable to open an exhibit as submitted, the sponsoring party that offered the exhibit shall be responsible for providing the court reporter with a replacement exhibit in an acceptable and accessible format.

**SIGNED** this the 20th day of November, 2025.



**David W. Moorman**  
**12th District Court**



**Tracy Sorensen**  
**278<sup>th</sup> District Court**



**John R. Gaines**  
**County Court at Law**