

## INSTRUCTIONS WHEN CALLED TO TRIAL

### (Exhibits and Limines)

**YOU ARE CALLED TO TRIAL AND NOTIFIED TO APPEAR** on Monday \_\_\_\_\_ @ 8:30 a.m. in the 96<sup>th</sup> District Court located in the Tom Vandergriff Civil Courts Building, 100 N.e Calhoun Street, 4<sup>th</sup> Floor, Fort Worth, Texas 76196 for the pretrial conference. The jury is called for 9:00 a.m.

Pretrial documents (including Motions in *Limine*; Jury Questions, Instructions and Definitions; Witnesses and Exhibit Lists) **MUST BE FILED NO LATER THAN 3:00 p.m. the Friday prior to trial** so they may be discussed at the pretrial hearing. You are expected to confer with respect to objections to exhibits and *limine* items prior to the pretrial conference so that neither the pretrial nor the trial will be delayed by objections or evidentiary rulings. You are instructed to review the Court's standing *Limine* Order. Only matters not covered therein will be heard.

At the pretrial conference, exhibits MUST BE marked, tabbed, and bound. When marking exhibits, use whole numbers, e.g., "DEFENDANT'S EXHIBIT 1" or DEFENDANT'S EXHIBIT 2" and so on, with no decimals or subparts such as "PLAINTIFF'S EXHIBITS 1-A or "PLAINTIFF'S EXHIBIT 1.2, 1-5," etc.

It is the policy of this court to allow expert witnesses to testify at trial via zoom. In any party objects, the objection will be heard at the pretrial conference.

If you will be using the Court's AV equipment, please arrange to visit the Court in advance so that trial will not be delayed by technical issues.

Please email the Charge of the Court in Word format to Court Reporter Jacci Walker at [jewalker2@tarrantcountytx.gov](mailto:jewalker2@tarrantcountytx.gov) and Court Coordinator Tracey Laffoon at [tjlaffoon@tarrantcountytx.gov](mailto:tjlaffoon@tarrantcountytx.gov) by 3:00 p.m. on Friday prior to trial.