

Notice regarding: Exhibits

Please be advised that in anticipation of the scheduled evidentiary hearing/trial, Judge Rodriguez will require that the Parties email electronic copies of their Witness & Exhibit Lists along with all of their Exhibits in PDF format, utilizing a secure file sharing site that does not require the Court to sign up for its use, to his case manager Jeannie Chavez at ***Norma_J_Chavez@txs.uscourts.gov*** and a copy to his courtroom deputy Ana Castro at ***Ana_Castro@txs.uscourts.gov*** by 12:00 noon one day prior to the scheduled evidentiary hearing/trial in accordance with Judge Rodriguez's Court Procedure VII, 2(b) reflected below. Receipt of the Witness & Exhibit List along with all of the Exhibits will eliminate the requirement that Parties provide the Court with a C.D. copy of such documents at time of the evidentiary hearing/trial but will not eliminate the need for one (1) set of paper copies for the witness(es).

2. Exhibits

(a) . . .

(b) All exhibits must be presented in a consolidated, single PDF file . . . in PDF format Relevant portions of lengthy exhibits must be highlighted even if offered in electronic format.

Electronic Exhibits must:

1. Begin with the Witness and Exhibit List utilizing the form located at Appendix D to the Bankruptcy Local Rules.
2. Be electronically:
 - a. Bookmarked for each exhibit;
 - b. labeled;
 - c. consecutively Bates stamped, commencing with and including the Witness and Exhibit List; and
 - d. ordered by Exhibit number.
3. PDF files must be configured so that the Navigation Tab for the Initial View is set to "Bookmarks Panel and Page."
4. The parties must make their PDF documents text searchable.
5. The PDF file must not be protected.