

EXHIBIT PROTOCOL

All documents and things to be used as exhibits, together with a list describing the documents or items, shall be submitted to the Clerk of the Court at least three (3) working days before a scheduled proceeding (evidentiary hearing or trial).

Exhibits shall be presented individually organized and separated and each exhibit with multiple pages or items (such as photographs) shall be appropriately fastened to avoid intermingling. Numerical or financial information should be collected, identified and presented in a demonstrative compilation or summary format. **(Use of tabs or, at a minimum, colored paper as a cover sheet for each exhibit is the preferred method of separating and organizing exhibits.)**

Copies of all documentary exhibits are to be provided to opposing counsel/litigant (a copy to the other side) and a judge's copy contained in a hearing notebook or trial notebook, which is indexed and tabbed, at least three (3) working days before a scheduled proceeding. If a party intends to introduce an exhibit which is not a paper exhibit of the size 8½ inches by 11 inches, the party shall produce a photograph or copy of the exhibit in paper form in the size 8½ inches by 11 inches. **(Use of hearing notebooks or trial notebooks is the preferred method of providing copies.) Hearing notebooks or trial notebooks should be indexed and tabbed.**

Because the Court has limited storage space, the judge's copy of the exhibits will be returned to counsel/litigants at the conclusion of the hearing **and they are expected to make the copy available to the judge should any future hearings be held.**