Should you have any questions, please contact:

Court Clerk: Sandra Castillo

Phone: 702-671-0695; 702-601-0725

Email: [castilloS@clarkcountycourt.us](mailto:castilloS@clarkcountycourt.us)

**GENERAL EXHIBIT INFORMATION:**

1. Each exhibit presented to the Clerk will be marked as a “Proposed” Exhibit and counsel are to refer to it as such until such time as it is allowed to be admitted.
2. Provide two sets (one set for the Judge/Clerk and one for the Witness). Counsel should arrange delivery of exhibits to the Court Clerk at least three (3) judicial days prior to trial (this includes depositions; please see below).
3. Social Security and account numbers MUST BE REDACTED from the exhibits prior to submission.
4. Exhibits MUST have a cover sheet listing exhibit descriptions (attached on website)
5. Depositions Transcripts are not marked, nor admitted as exhibits. However, *sealed* original depositions should be delivered with the exhibits for the purpose of being filed and published if they are used during trial. Unused Depositions will be returned to counsel.
6. Joint exhibit set is highly encouraged. Exhibits are to be bound in a binder, designated by numbers, and separated by tabs. If submitting exhibits individually – a set from Plaintiff and another from Defense – please coordinate and use pre-designated numbers. For example, Plaintiff could choose exhibit numbers 1-100; Defense, 101-200. Please also allow sufficient numbers in the range for late additions. Please also coordinate to remove duplicate exhibits.

**EXHIBIT IDENTIFICATION:**

**EXHIBIT** **NUMBERING:**

|  |  |
| --- | --- |
| **Plaintiff’s Exhibits:** | Numbered (1 – ? ) |
| **Defendant’s Exhibits:** | Lettered (A – Z)  \***EXCEPTION: IF THERE ARE NUMEROUS EXHIBITS (Requiring lettering past Deft’s Z) or IF THERE ARE MULTIPLE PARTIES. (See above #6)** |
| **Joint Exhibits:** | Numbered (J1 - ?) |

Example:

Plaintiff’s Block of Numbers: 001 - 499

Plaintiff #2’s Block of Numbers: 500 - 599

Deft’s Block of Numbers: 600 – 699

Deft #2’s Block of Numbers: 700 - 799

**PHOTOGRAPHS:** only one (1) photograph per page. These MUST be identified separately. In general, please DO NOT place multiple photographs on one sheet as it causes issues with admission. For example, if exhibit 7 consists of 3 photos, label them 7-a, 7-b, and 7-c. However, if counsel stipulate, multiple photographs could be combined.

**DEMONSTRATIVE EXHIBITS:** If a “demonstrative item” is shown during trial, it or a photograph of it may be marked as a Court’s Exhibit if requested, but it will not be treated as an admitted exhibit and will not be sent back for jury deliberation. Also, if there is an objection regarding a demonstrative exhibit, counsel may make a record and have the item or a photograph of it marked and kept for the record. These are **not** marked as exhibits and a small copy of such must be provided to be admitted, the large exhibits **do not** go to the jury or the vault. However, if counsel wants a larger version of an exhibit to go to the jury, it must be marked separately and admitted. ***(Ex. Small version should be marked as Exhibit 1 and the larger version should be marked 1A.)***

**REQUESTING DAILY COPIES OF TRANSCRIPTS:** Counsel is asked to notify the Court Recorder at least two (2) weeks in advance if they are going to require daily copies of the transcripts of this trial. Failure to do so may result in a delay in the production of the transcripts. You should email the request to Court Recorder, Grecia Snow at snowg@clarkcountycourts.us.

**POWERPOINT PRESENTATION:** Please provide a hard copy to the Court.

**AUDIO VISUAL EQUIPMENT:** If counsel anticipates the need for audio visual equipment during the trial, a request must be submitted to the District Court Help Desk following the calendar call. You can reach the District Court Help Desk for AV support at 702-671-3300 or via E-Mail at courthelpdesk@clarkcountycourts.us