

EXHIBIT GUIDELINES

PAPER EXHIBITS:

1. Counsel for each party shall contact the Court Clerks, Serenity Sivongsa (sivongsas@clarkcountycourts.us) and April Cline (clinea@clarkcountycourts.us), to set an appointment and deadline for exhibits. **Counsel must meet and confer pursuant to EDCR 2.67 to discuss exhibits and stipulate to Joint Exhibits**, prior to submitting them to the Court Clerk.
2. All paper exhibits should be single sided.
3. All exhibits must be Bates stamped.
4. Stipulated exhibits will be admitted for all purposes and marked and recorded as such. Joint exhibits should be numbered as follows: J01, J02, J03, etc.
5. Plaintiffs to use numbers and Defendants to use letters. If ample amount of exhibits, please coordinate with the Court Clerk for set of block numbers (i.e Plaintiff 1-500, Defense 501-1000).
6. Counsel is required to mark each exhibit with a “proposed” label prior to the start of trial. The proposed sticker should be placed on the back of the first page on the lower left corner. (should not be covering any material)
7. Photographs should be identified separately. **ONE PHOTOGRAPH PER PAGE** is required.
8. Counsel must redact any and all social security numbers and any insurance information from the exhibits.
9. Depositions are neither marked nor admitted as exhibits; however, original, unopened depositions may be provided and “published” when used in Court.
10. Larger versions of exhibits may be used as demonstrative exhibits. These are generally not marked as exhibits, do not go to the Jury, and will be returned to submitting counsel.
11. Please note all exhibits and depositions not offered and/or admitted at trial will be returned to counsel at the conclusion of the trial.
12. **Submit THREE (3) SETS of exhibits in BINDERS no larger than three (3) inches, separated by tabs.** Include one (1) exhibit list in each binder containing the following information: a short description of each exhibit with a minimum of three (3) columns on the right-hand side labeled “Offered,” “Objection,” and “Admitted.” In addition, please e-mail a copy of the exhibit list (in Microsoft Word), prior to trial, to sivongsas@clarkcountycourts.us, clinea@clarkcountycourts.us, HowardM@clarkcountycourts.us and dept19lc@clarkcountycourts.us.
13. Each set will be distributed in the courtroom as follows: one set for the witness stand, one set for the Judge, and one set for the Courtroom Clerk. The set of exhibits maintained by the Courtroom Clerk will be designated as the originals.
14. To reserve courtroom equipment, i.e., ELMO, screens, televisions, projectors, DVD/VHS players, etc., submit an advanced request to CourtHelpDesk@clarkcountycourts.us with a courtesy copy to the Court Recorder, Cynthia Moleresc, at moleresc@clarkcountycourts.us.

ELECTRONIC EXHIBITS:

Please see the attached **Proposed Electronic Exhibit Protocol** and **Electronic Exhibit List Template**. (Please be careful when printing the list as it is more than 200 pages). Please contact me as soon as possible to provide the number of exhibits you plan to use so I may assign each party with a range of numbers for your exhibits.

Please note, section 4 of the Protocol Regarding Electronic Exhibits instructs as follows, “The file name for each proposed electronic exhibit shall be numerical, i.e. 1047.pdf”. The exhibits list should reflect the exhibits exactly as they are labeled in the thumb drives (ex. 537.pdf, 538.pdf, 539.pdf).

Excel document should be converted to PDF or submitted separately. Videos should also be submitted separately.

In summary, this is what we require:

TWO drives per set of exhibits

(2 drives of the Joint Exhibits, 2 drives of Plaintiffs, 2 drives of the Defendants)

Drive 1 - “Golden Drive”: exhibits in pdf format + the exhibit list

Drive 2 - “Working Drive”: exhibits in pdf format, no exhibit list

Two sets of a printed copy of the exhibit list– please print in easily readable font.

NOTES:

- The drives should NOT have any subfolders.
- Label the drives.
- No leading zeroes in the file names of the pdf nor on the exhibit list. Exhibits are to be named with only the <number>.<file extension>. For example, (12345.pdf)
- Electronic exhibits cannot be admitted in portions. If an exhibit is hundreds or thousands of pages long, and you wish to move into evidence only a select few, please designate that group as a separate exhibit.

JURY TRIAL ONLY: Parties will need to provide an additional **BLANK THUMB DRIVE**. Also, the side offering electronic exhibits is to provide a blank laptop for the jury to view the exhibits. (Section 9 & 12 of the attached Protocol Regarding Electronic Exhibits)

Once your drives have been formatted and are ready to be submitted, an appointment will be scheduled for the verification of your drives. Please contact the Evidence Custodian – Kari Milhous by email at milhousk@clarkcountycourts.us as well as cc'ing the DCEvidencevault@clarkcountycourts.us to schedule an appointment for validation of the drives. **Additionally, please allow for ample time (a minimum of two weeks) to validate the drives prior to the Calendar Check hearing with the Court.**

Please feel free to contact me, if you have any further questions.

JEA: Melody Howard HowardM@ClarkCountyCourts.us

LAW CLERK: Chelsea Bravin Dept19LC@ClarkCountyCourts.us

COURT CLERKS: Serenity Sivongsa SivongsaS@ClarkCountyCourts.us & April Cline (clinea@clarkcountycourts.us)

