

**CIVIL DIVISION “AH”
EXHIBIT REQUIREMENTS
FOR ALL NON-JURY MATTERS**

1. All exhibits must be clearly **marked before the trial or hearing is set to begin**. Exhibits shall be marked by a **numbered sticker** on the top right-hand corner of the front of each exhibit clearly identifying the **case number** and party who is offering the exhibit, *e.g., Plaintiff or Defendant; Petitioner or Respondent*.
2. An **exhibit list** shall be provided to the Court at the start of the trial or hearing and must be numbered chronologically.
3. All composite exhibits should be designated by number and letter: *i.e., 1a, 1b, 1c, etc.*
4. Exhibit lists which state “all”, “any” and “any and all” shall not be accepted.
5. Loose photographs shall NOT be accepted. Photos MUST be individually marked and mounted. No clips or rubber bands.
6. Exhibits MUST BE bound: *i.e., staples, binders, acco-type fasteners, etc.*
7. Large demonstrative boards MUST be accompanied by a smaller version. The large boards will be returned at the end of the case/hearing and the smaller versions substituted to be placed in the evidence vault.