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**EVIDENCE PRE-MARKING GUIDELINES- CIVIL**

**Exhibit List Requirements:**

• An updated, legible, and specific exhibit list MUST be provided to the trial clerk on the first day of trial.

• The list is to include the Case #, the party name, party type (Pltf., Resp., Mother, Father, etc.), exhibit #, description of the exhibit and hearing/trial date.

• The exhibits must be numbered sequentially.

• An exhibits list which states “all”, “any” and “any and all” will not be accepted.

**Exhibit Requirements:**

• All exhibits that will be entered into evidence must be pre-marked using the Exhibit Card Template (see attached) and affixed to the back of the exhibit.

• All exhibits must be marked for ID on the exhibit card.

o Numbers and letters only: No symbols

o Exhibit #’s: No more than 10 characters including spaces

• Large demonstrative poster boards or items to be used in court for evidence must be accompanied by a smaller version for submissions to the Clerk. Exhibits must be stapled, bound or fastened together with an ACCO type fastener (two-pronged locking paper compressor).

o NO NOTEBOOK BINDERS

o NO RUBBER BANDS

o NO PAPER CLIPS

• Depositions and pleadings are NOT marked as exhibits, EXCEPT:

o When a party would like the court to take judicial notice of any document or pleading; or

o When the document or pleading is published to the jury.

**Exhibit Labeling Requirement**

• Use the exhibit card template provided (see attached); you may do one of the following:

o Make copies of the card for each exhibit; or

o Use Avery labels 5163 which can then be adhered to the BACK of the page. (Template can be scanned onto Avery Labels).

• The exhibit card must be filled out completely and legibly.

o Must have case #, party type circled, and exhibit#.

• Tape the card to the BACK of each exhibit (no clips).

• Any exhibit with multiple sections should be designated by number and letter. i.e. 1A, 1B, 1C, etc.

• Place a sticker on the bottom right hand corner of the front of each exhibit clearly identifying *Plaintiff* or *Defendant.* (Can be obtained from an office supply store.)

If you have any questions, contact the Clerk’s office at 561-355-2986 between the hours of 8am – 4pm, M-F excluding holidays.

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| **IN THE CIRCUIT COURT OF THE 15TH JUDICIAL CIRCUIT**  **PALM BEACH COUNTY**  Case #  STATE DEFT COURT **Exhibit #**  PLTF PET RESP **Date ID’d**  MTH FTH JOINT **Date Admitted**  OTH Processed by: Clerk Not Present |  | **IN THE CIRCUIT COURT OF THE 15TH JUDICIAL CIRCUIT**  **PALM BEACH COUNTY**  Case #  STATE DEFT COURT **Exhibit #**  PLTF PET RESP **Date ID’d**  MTH FTH JOINT **Date Admitted**  OTH Processed by: Clerk Not Present |
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