EVIDENTIARY HEARING EXHIBIT GUIDELINES

Probate Department
Thomas W. Biggar, Probate Commissioner

The following is provided as a guideline. If you have any questions, comments or suggestions, please contact: **Melissa (Missy) Swinn, Court Clerk, at 671-2973** or by email at: swinnm@clarkcountycourts.us

Exhibits are to be provided no less than two days prior to Hearing. Two sets of exhibits are required: one set for the Court Clerk and one set for the Commissioner. Exhibits may be delivered to the Probate Office on the 10th Floor of the Lewis Street Professional Center (330 S. Third St., Suite 1020) or contact Missy Swinn for instructions for delivering to the Clerk of Court's Office. Prior to providing exhibits, counsel form both sides are to exchange exhibits, eliminate all duplicates and mark exhibits as outlined below:

1. Exhibit Marking:

   Joint Exhibits: These are to be marked numerically on the first page of each exhibit with corresponding numeric tabs. Both sides must stipulate to the admission of all Joint Exhibits for them to be used. ***Do not place any colored exhibit stickers on the exhibits. That will be done by the Court Clerk.***

   If both sides do not stipulate to the admission of all exhibits, they are to be marked as follows:

   Petitioner's Exhibits: Numbers to be used for marking
   Respondent's Exhibits: Letters to be used for marking (A-Z; AA-ZZ)

   If there are an excessive number of exhibits, please notify the Court Clerk, who will assign blocks of numbers to be used by each side.

Example:	Ptnr #1's Exhibits:	Block of numbers 001 through 199
	Resp #1's Exhibits:	Block of numbers 200 through 299
	Resp #2's Exhibits:	Block of numbers 300 through 399

Counsel are to note in Court, for the record, which exhibit numbers are stipulated to for admission.

2. Exhibit Lists and Binders: Please provide an exhibit list, double spaced, with right-hand column headings as follows:

Date	Offered	Obj.	Date	Admitted

Example is Attached

A copy of this Exhibit List form that can be filled out by computer is available upon request to the Court Clerk. It is available in Microsoft Word format.

Exhibits are to be in a three ring, loose-leaf binder with clearly marked tabs separating the exhibits. If there are only a few documents being offered, they may be provided without a binder; however, each exhibit that is more than one page must be stapled in order to keep the documents together.

Petitioner's_____EXHIBITS **CASE NO. P_____**

Exhibit #		Date	Offered	OBJ	Admitted	Date

Respondent's_____EXHIBITS **CASE NO. P_____**

Exhibit #		Date	Offered	OBJ	Admitted	Date