**JEA: Chapri Wright 702-671-0591;** **wrightch@clarkcountycourts.us**

**Courtroom Clerk: Terinda Mang; 702-671-0721** **mangt@clarkcountycourts.us**

1. Once you have been given a **firm trial date** you may contact the Court Clerk or JEA to arrange a time to submit the exhibits. Submit one (1) set of exhibits to Court Clerk **at least 7 judicial days prior to trial.** All proposed Jury Instructions, Proposed Voir Dire, and Pre-Trial Memoranda are to be filed and provided to Chambers prior to trial.  **If your exhibits do not follow the guidelines as stated below, they will be returned for corrections prior to the start of trial.** If you have any questions **PLEASE CONTACT THE CLERK** by phone or email.

2. For **ALL trials, submit three (3) sets of exhibits** (one for the Judge, one for the witness stand, and one for the Court Clerk/official record). **NOTE:** Social Security and account numbers **MUST BE REDACTED** from the exhibits prior to submission. **Exhibits MUST have a cover sheet listing exhibit descriptions (see #6).**

3. **Counsel is encouraged to submit Joint Exhibits, which may or may not be stipulated to for admission.**

a. **Stipulated Exhibits:** The Court encourages the parties toSTIPULATE to as many exhibits as possible. Parties must notify the Clerk as to which exhibits have been Stipulated to. **DO NOT DUPLICATE STIPULATED EXHIBITS**. All Stipulated Exhibits numbers must be placed on the record at the beginning of the trial. The Clerk will mark the stipulated exhibits accordingly. **DO NOT** remove any stipulated exhibits from the Binders. **DO NOT** create a separate binder for Stipulated exhibits.

4. **Depositions** do not go to the jury, are not marked, nor admitted as exhibits; however, original depositions which counsel intends to use for impeachment purposes are “published” during trial proceedings and should be lodged with the Court Clerk prior to trial. **Depositions MUST be SEALED CERTIFIED copies** or they will NOT be accepted. Unused Depositions will be returned to counsel. Depositions do not go to the jury and if depositions are read into the record they are treated as any other live testimony and do not go to the jury.

5. **Submit exhibits in binders, separated by numbered or lettered tabs**. Label the tabs with **numbers for Plaintiff’s Exhibits** and **letters for Defendant’s Exhibits** (if under 50).If Defendant’s exhibits exceed 50, please contact Court Clerk for an assigned group of numbers. If the parties have agreed to **Joint exhibits** please mark them numerically and submit them in ONE Binder. Bates Stamp the pages for ease in locating a specific page of an exhibit. If there is an excessive number of exhibits, contact the Court Clerk prior to trial; a block of numbers will be assigned to each side.

* **Photographs MUST be identified separately**. **DO NOT** PLACE SEVERAL PHOTOS on one sheet of paper as this causes problems if only one is admitted.
* All documents must be **BATES STAMPED**.

6. **Submit an Exhibit List** containing number (or letter), title and/or short description of each exhibit. **NOTE:** Please email a copy of the Exhibit List to Court Clerk at email above.

7. Larger blow-ups of exhibits may be used as **demonstrative exhibits**. 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.)***

8. **Marking Exhibits**: If the exhibits are not in the correct format and do not follow the guidelines they will not be accepted. **EACH AND EVERY EXHIBIT THAT WILL BE MARKED MUST BE PROVIDED AT ONE TIME PRIOR TO THE BEGINNING OF TRIAL WITH DEADLINES AS STATED ABOVE**.

9. If counsel intends to use a PowerPoint presentation, please provide a hard copy to the Court.

10. **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. The District Court Help Desk can be reached at 702-671-3300 or via E-Mail at courthelpdesk@clarkcountycourts.us for AV support.

**Proposed Order Regarding Electronic Exhibits for Trial**

1. Whenever a party determines and the Court orders that the submission of documentary and/or photographic evidence will be made in electronic format in a particular case, the submission of the proposed exhibits will be made pursuant to this order.

1. The proposed electronic exhibits shall be submitted in portable document format (.PDF).
2. Photographs must have at least a 1 inch border at the top of the page for the clerk to be able to affix the indicator documenting the admission of the photo. If the court deems the quality of the photograph is not of sufficient quality for demonstrative purposes, the photo shall be re-submitted in traditional format.
3. Prior to trial each party will be assigned a range of exhibit numbers for use in naming exhibits. The file name for each proposed electronic exhibit shall be numerical, i.e. 1047.pdf. Each page within the proposed exhibit will be internally and sequentially numbered beginning with the trial exhibit number and the page number will be placed on each page of the proposed electronic exhibit in the lower right hand corner in the following format “1047-001”. No letters will be used as exhibit numbers for identifying proposed electronic exhibits.
4. The proposed electronic exhibits shall be submitted on a single electronic storage device, except when the integrity of the proposed electronic exhibit would be corrupted by being on a single electronic storage device or the volume of the proposed electronic exhibit(s) cannot practically be stored on a single electronic storage device. The electronic storage device must have space available for additional storage of electronic data in at least an amount equal to the storage required for the proposed electronic exhibit(s). External hard drives must have a minimum read speed of 33 MBps and minimum write speed of 25 MBps.

1. An exhibit list in substantially the same form as the attachment hereto shall be provided in paper form as well as electronic in Excel format. The electronic (Excel) version of the exhibit list is to be named “Exhibit List” and is to be located on the master electronic storage device only. The font size shall be 12 and the font style to be used is Times New Roman. The list must include the following information in tabular format for each proposed electronic exhibit (please note that traditional “physical “evidence is not to be listed on the electronic exhibit list and should be submitted on a separate exhibit list):
	1. The exhibit number for the proposed electronic exhibit consistent with paragraph 4 above
	2. The identification of the electronic storage device on which the proposed exhibit is stored or a space for the clerk to make notation in the event the Exhibit was submitted in traditional form
	3. A description of the proposed electronic exhibit
	4. Any numeric or alphanumeric designation used on the proposed electronic exhibit during discovery or other pretrial proceedings
	5. Whether a stipulation to the admission of the proposed electronic exhibit exists
	6. A space for the clerk to make notation on the date the proposed electronic exhibits is offered
	7. A space for the clerk to make notation on objections made to the proposed electronic exhibits at the time it is offered for admission
	8. A space for the clerk to make notation on the admission of the proposed electronic exhibits
2. Absent good cause shown, no exhibits not included in the proffered electronic storage device will be accepted electronically.

1. The proposed electronic exhibit shall exactly match the admitted electronic exhibit. Any change between the proposed electronic exhibit and the admitted electronic exhibit will require the submission of the exhibit as a supplemental proposed electronic exhibit by offering counsel with a new proposed exhibit number in conformance with paragraph 4.
2. The party offering the proposed electronic exhibits shall provide the clerk with two identical sets of the proposed electronic exhibits on separate electronic storage devices. In the event of a jury trial, an additional blank electronic storage device will be required to copy all of the admitted electronic exhibits onto for use by the jury (see paragraph 12). The clerk will maintain one of the electronic storage devices as a master without modification.
3. Prior to the clerk admitting the electronic storage devices, the clerk will perform a virus check on each device in the presence of counsel or their designee.
4. Following admission of a proposed electronic exhibit, the clerk will electronically move the admitted electronic exhibit to a subfolder for all admitted exhibits wherein the clerk will electronically affix an indicator documenting the admission of the proposed electronic exhibit in the case and identifying the case number and date of admission. The admitted electronic exhibit will be protected from any additional attempts to modify the admitted electronic exhibit.
5. Prior to the commencement of deliberations by a jury, if the trial is a jury trial, the party proffering the electronic exhibits will provide a laptop computer and additional monitor with only an operating system and associated programs, an adobe program to permit viewing of the admitted exhibits, and no internet or other research capability. The laptop will be subject to inspection by Court I.T. staff and counsel for compliance prior to it being provided to the deliberating jury.
6. Upon completion of the trial, the clerk will transmit the electronic storage device to the vault for retention in accordance with Part XI of the Supreme Court Rules.