

## EXHIBIT PREPARATION GUIDE DEPARTMENT XXVI

**EXHIBITS** are to be put in three ring binders, identified on the cover with a caption sheet and on the spine with the binder number and exhibits contained within that binder.

**TWO SETS** are sufficient for the Judge and Clerk/Witness. You are responsible to return the Clerk's binder each day with all exhibits intact and make sure no witness writes in the book.

**JOINT EXHIBITS** are preferred and encouraged and any stipulation to being offered is to be made on the record. Duplicate exhibits must be removed when submitting separate sets.

**TAB DIVIDERS** used to separate bound exhibits—plaintiff's exhibits with numbers and defendant's with letters; if joint exhibits are used exclusively they can be identified by numbered tabs. A substantial number of defendant exhibits may need to be designated by numbers as well but this needs to be discussed with the Court clerk prior to preparation.

**BATES STAMP** each exhibit page. Affix a white "PROPOSED EXHIBIT 1, 2, etc." label on the first page of each exhibit; not covering any printed material or picture or on the back of the first page if there is insufficient blank space.

**EXHIBIT LISTS** must be placed in the front of each binder set with an extra copy for the Court Clerk. The list is to consist of six columns as shown below with the first three completed by counsel:

**List of Plaintiff's (Defendant's) Trial Exhibits**

<u>NO.</u>	<u>EXHIBIT</u>	<u>BATES NO.</u>	<u>OFFERED</u>	<u>OBJECTED</u>	<u>ADMITTED</u>

**PHOTOGRAPHS** are limited to one (1) per page unless counsel stipulates to admitting all photos on the page.

**EXPERT REPORTS** are not typically admitted as exhibits. Counsel should not include an expert report in the exhibit binder without prior Court approval.

For further information, please contact Lorna Shell, Court Clerk, at 702.671.0682 or [shell@clarkcountycourts.us](mailto:shell@clarkcountycourts.us).

**EXHIBIT GUIDELINES-CIVIL CASE**  
THE HONORABLE GLORIA STURMAN - DEPT XXVI  
Clerk: Lorna Shell · 702-671-0682 · shelll@clarkcountycourts.us

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**\*\*Counsel are required to contact the Clerk one week before the start of trial for a pre-trial meeting. If exhibits are not in the correct format or do not follow the guidelines, they will not be accepted. Counsel will be required to reschedule and resolve any issues before the start of trial.\*\***

- Please submit joint exhibits whenever possible. If exhibits are submitted separately as joint, please remove all duplicates. Counsel are encouraged to stipulate to exhibits where possible.
- Please submit ONE set of exhibits for the Court Clerk and ONE set for the Judge. The witness may only use the Clerk's copy of exhibits during testimony.

Exhibits are to be bates stamped, identified by number according to the respective party (see below), and placed in binders. Please use tabs to separate each exhibit. Exhibits are to be labeled as follows:

<b>Plaintiff</b>	<b>1---2,000 etc.</b>	<b>Defendant B</b>	<b>B1---B2,000 etc.</b>
<b>Defendant A</b>	<b>A1---A2,000 etc.</b>	<b>Defendant C</b>	<b>C1---C2,000 etc.</b>

Counsel are to mark each exhibit with a "proposed" label prior to the start of trial (Labels are to be placed on the first page and bottom right of each exhibit group - *See page no. 3 attached*).

If Exhibits are JOINT, follow the same guidelines as Plaintiff (above) and submit them in a separate binder with a separate exhibit list, dividers, bates, etc. Remove all duplicates from other binders.

Any Exhibits that are STIPULATED, counsel are to notify the Clerk during the pre-trial meeting. DO NOT duplicate stipulated exhibits, remove stipulated exhibits from their binders, or create a separate binder (stipulated exhibits remain in their respective binders).

**ALL PAGES MUST BE BATES STAMPED**

EXHIBIT LISTS: Counsel to submit an exhibit list, identified as previously directed (see above), with a short description of each exhibit. (*See page no. 2 attached*). Exhibit Lists MUST be in word format (.pdf, .jpg and .bmp will NOT be accepted).

PHOTOGRAPHS must be identified individually. DO NOT place several photos on one sheet of paper. (ex. If exhibit 7 consists of 3 photos, label them separately as 7a, 7b, and 7c).

DEMONSTRATIVE EXHIBITS such as blow-up's and charts may be used; however, they are not generally marked as exhibits and do not go to the jury. If counsel would like the exhibit admitted, they are *encouraged* to submit a smaller, 8.5" x 11" size, copy that can be marked and easily reviewed by the jury as well as stored in the vault. If counsel insist that the LARGE version go to the jury, it must be marked separately.

DEPOSITIONS are not marked as an exhibit and they do not go to the Jury. If you want to publish a deposition the ORIGINAL must be submitted.

EQUIPMENT: Please contact the Court Recorder, Kerry Esparza at 702-671-0880 to schedule an appointment for any audio/visual equipment.

## EXHIBIT(S) LIST

Case No.:	<b>Enter Case No.</b>	Trial Date:	
Dept. No.:	<b>Enter Dept. No.</b>	Judge:	
		Court Clerk:	
Plaintiff:	<b>Enter Plaintiff</b>	Recorder:	
		Counsel for Plaintiff:	
	vs.		
Defendant:	<b>Enter Defendant</b>	Counsel for Defendant:	
<b>TRIAL BEFORE THE COURT</b>			

### PLAINTIFF'S EXHIBITS

Exhibit Number	Exhibit Description	Date Offered	Objection	Date Admitted

PLTF'S PROPOSED EXHIBITS

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Case No.

PLTF'S PROPOSED EXHIBITS

# \_\_\_\_\_  
Case No.

PLTF'S PROPOSED EXHIBITS

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Case No.

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Case No.

PLTF'S PROPOSED EXHIBITS

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Case No.

**CIVIL JURY TRIAL INSTRUCTIONS**  
**THE HONORABLE GLORIA STURMAN**  
**DISTRICT COURT \* DEPT. 26**

**MODIFIED ARIZONA METHOD [NRS 16.030(4)]** is used to select the eight-member civil jury panel plus alternates. For a standard jury with two (2) alternates, Jury Services sends 35 prospects from which twenty (20) people will comprise the prospective jury panel; allowing each side 4 regular peremptory challenges and one (1) each for alternate. The Marshal will bring in a list of jurors for counsel and, upon request; the Clerk will provide a blank seating chart to counsel.

**ALTERNATES** are chosen pursuant to one of two methods ordered by the Nevada Supreme Court and counsel must stipulate to the method prior to trial. Either the alternate(s) will occupy seats 9/10 or the Court will randomly select two seats by a drawing after closing arguments. If counsel does not agree as to the method of selection, NSC mandates that seats 9/10 be designated for the alternates. The alternate's identity is not revealed until the Court excuses the jury for deliberation.

**COURT** will make opening remarks and introduce courtroom staff; clerk will then call roll and administer the oath prior to voir dire.

**COUNSEL** will be asked to introduce themselves and their client(s); identify other attorneys in their firm; list possible witnesses to be called; and give a **brief** statement as to the nature of the case.

**COURT VOIR DIRE** of jury venire begins by advising the length of trial, days and times scheduled for trial, and general questions as to whether anyone knows any of the parties or has independent knowledge of the case; has any bias as to age, gender, race, religion or national origin; has any hardship or reason they cannot serve and if they can follow the Court's instructions. Court and counsel will confer outside the jury venire's presence to confer on excusals. If prospects in seats 1-20 are released, Clerk will call the next name on the list and replacements will take the vacated chairs in order.

**COURT** begins individual questions of proposed jury panel asking length of Nevada residence; employment; marital status; children; prior jury experience; involvement in other lawsuits either individually or as a witness through employment and/or family members that may create a predisposition; whether they can wait to form an opinion until all evidence has been presented; and any other problem that would make their service a personal hardship. The Court will question any replacement in the same manner.

**COUNSEL VOIR DIRE** is to the twenty prospective jury panel members; beginning with plaintiff; defendant is to not ask questions but save them for defendant's voir dire. Plaintiff may ask follow up questions in the interests of time management. **Challenge for cause should be made immediately at the time its basis becomes evident.** Court will try the challenge, make a ruling on the record, the Court and counsel then question the replacements in the same manner.

**PEREMPTORY CHALLENGES** begin once the prospective jury panel has been passed for cause. Beginning with plaintiff, counsel challenge by alternate strikes on the jury list until the first four peremptory challenges are exhausted. Failure of a party to exercise a challenge in turn shall operate as a waiver of remaining regular challenges but not deprive the other party of their full number of challenges.

Regular peremptory challenges are made to seat numbers 1-20 (exclusive of pre-determined alternate seats) and the replacement is to be the person next available in order after seat 9/10.

Alternate peremptory challenges are selected from the remaining four or so remaining jurors in seats 11-20.

Exercises and waivers are done on paper without disclosure to the jury.