

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

****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:

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

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

PLAINTIFF'S EXHIBITS

Exhibit Number	Exhibit Description	Date Offered	Objection	Date Admitted

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.

PLTF'S PROPOSED EXHIBITS

Case No.