

**EXHIBIT GUIDELINES**  
**EIGHTH JUDICIAL DISTRICT COURT DEPARTMENT 2**

1. Proposed exhibits are to be submitted to the Courtroom Clerk no later than three (3) judicial days prior to the date for commencement of trial. Counsel for each party shall contact the JEA, Melody Howard, to set an appointment with the Courtroom Clerk. **Counsel must meet and confer pursuant to EDCR 2.67 to discuss exhibits and stipulate to Joint Exhibits**, prior to submitting them to the Court Clerk.
2. All exhibits must be Bates stamped.
3. Stipulated exhibits will be admitted for all purposes and marked and recorded as such. Joint exhibits should be numbered as follows: J01, J02, J03, etc.
4. Exhibits are to be NUMBERED. If parties are unable to submit Joint exhibits, Plaintiff's proposed exhibits are to start at #1 and Defendant's proposed exhibits are to start at #501 (as long as Plaintiff does not have 500 or more exhibits), or counsel may agree upon a block of numbers.
5. Counsel is required to mark each exhibit with a "proposed" label prior to the start of trial (*see* attached example).
6. Photographs should be identified separately. ONE PHOTOGRAPH PER PAGE is required.
7. Counsel must redact any and all social security numbers and any insurance information from the exhibits.
8. Deposition are neither marked nor admitted as exhibits; however, original, unopened depositions may be provided and "published" when used in Court.
9. Larger versions of exhibits may be used as demonstrative exhibits. These are generally not marked as exhibits and usually do not go to the Jury. If counsel wants a demonstrative exhibit to go to the jury, it must be separately marked and admitted.
10. Please note all exhibits and depositions not offered and/or admitted at trial will be returned to counsel at the conclusion of the trial.
11. Submit THREE (3) SETS of exhibits in BINDERS no larger than three (3) inches, separated by tabs. Include one (1) exhibit list in each binder containing the following information: a short description of each exhibit with a minimum of three (3) columns on the right-hand side labeled "Offered," "Objection," and "Admitted" (*see* attached sample). In addition, please e-mail a copy of the exhibit list (in Microsoft Word), prior to trial, to [howardm@clarkcountycourts.us](mailto:howardm@clarkcountycourts.us).
12. Each set will be distributed in the courtroom as follows: one set for the witness stand, one set for the Judge, and one set for the Courtroom Clerk. The set of exhibits maintained by the Courtroom Clerk will be designated as the originals.
13. To reserve courtroom equipment, i.e., ELMO, screens, televisions, projectors, DVD/VHS players, etc., submit an advanced request to [CourtHelpDesk@clarkcountycourts.us](mailto:CourtHelpDesk@clarkcountycourts.us) with a courtesy copy to the Court Recorder, Dalayne Easley, at [EasleyD@clarkcountycourts.us](mailto:EasleyD@clarkcountycourts.us).

## EXHIBIT(S) LIST

Case No.: **Enter Case No.** \_\_\_\_\_

[Select Type] Date: \_\_\_\_\_

Dept. No.: **Enter Dept. No.** \_\_\_\_\_

Judge: \_\_\_\_\_

Court Clerk: \_\_\_\_\_

[Select Type]: **Enter Party Information**

[Select Type]: \_\_\_\_\_

Counsel for Plaintiff: \_\_\_\_\_

vs.

[Select Type]: **Enter Party Information**

Counsel for Defendant: \_\_\_\_\_

\_\_\_\_\_

**[SELECT TYPE] BEFORE THE COURT**

**[Select Type] EXHIBITS**

Exhibit Number	Exhibit Description	Date Offered	Objection	Date Admitted

# EXHIBIT(S) LIST

Enter Case No.

Enter Party Information

VS.

Enter Party Information

[Select Type] EXHIBITS

Exhibit Number	Exhibit Description	Date Offered	Objection	Date Admitted

# WITNESS(ES) LIST

Case No.: **Enter Case No.** \_\_\_\_\_

[Select Type] Date: \_\_\_\_\_

Dept. No.: **Enter Dept. No.** \_\_\_\_\_

Judge: \_\_\_\_\_

Court Clerk: \_\_\_\_\_

[Select Type]: **Enter Party Information**

[Select Type]: \_\_\_\_\_

Counsel for Plaintiff: \_\_\_\_\_

vs.

[Select Type]: **Enter Party Information**

Counsel for Defendant: \_\_\_\_\_

\_\_\_\_\_

## [SELECT TYPE] BEFORE THE COURT

### [Select Type] WITNESSES

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### [Select Type] WITNESSES

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### REBUTTAL WITNESSES

1. \_\_\_\_\_
2. \_\_\_\_\_

### SUR-REBUTTAL WITNESSES

1. \_\_\_\_\_
2. \_\_\_\_\_

# WITNESS(ES) LIST

Enter Case No.

Enter Party Information

VS.

Enter Party Information

[Select Type] WITNESSES

[Select Type] WITNESSES

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**REBUTTAL WITNESSES**

**SUR-REBUTTAL WITNESSES**

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