

## DEPARTMENT 8 EXHIBIT INSTRUCTIONS

1. Counsel are encouraged to submit Joint Exhibits. These may or may not be stipulated to for admittance. If counsel are submitting separate sets of exhibits, duplicate exhibits are to be removed.
2. Submit three sets of exhibits (one for the Judge, one for the witness, and originals for the Clerk). Social Security numbers, tax identification numbers, account numbers and birthdates **MUST BE REDACTED** from the exhibits prior to submission.
3. Submit exhibits in a binder, separated by tabs. Documents **MUST BE IDENTIFIED INDIVIDUALLY & INDIVIDUALLY LISTED ON THE EXHIBIT LIST IF NOT BEING PRESENTED AS ONE COMPLETE EXHIBIT.**
4. Plaintiff's Exhibits will be identified as numbers 1-1000 and Defendant's Exhibits will be identified as 2000-3000.
5. Each exhibit **MUST** be bound in some fashion, either by staples, brads, etc. Photographs must be identified separately and individually listed on the exhibit list. Do not place several photographs on one sheet of paper as this causes problems.
6. Submit an Exhibit List inclusive of exhibits stipulated.
7. Larger versions of Exhibits may be used as demonstrative exhibits. These are not marked as exhibits. If counsel wants these larger exhibits to go to the Jury, they must be marked and admitted.
8. Counsel must contact the Court Clerk at least 7 days prior to trial to make arrangements to bring exhibits in to be marked.
9. The courtroom is equipped with a document camera, a VHS player, and screens for viewing. Laptops can be plugged into the JAVS system at the attorney tables to be viewed throughout the courtroom. Should you need to play a DVD or CD, please bring a laptop with compatible software, i.e, Window Media Player. MacBooks require an adapter called a dongle, please bring one with you. Please feel free to contact recorder Shannon Emmons at [EmmonsS@clarkcountycourts.us](mailto:EmmonsS@clarkcountycourts.us) with equipment issues.
10. All court proceedings are recorded. There is a \$40 an hour fee for recording. CDs of proceedings are available for \$2 per disc. Dailey transcript must be prearranged at least one week prior to the start of your trial. Please contact Shannon Emmons at [EmmonsS@clarkcountycourts.us](mailto:EmmonsS@clarkcountycourts.us) to make prior arrangements. Please note that CDs obtained cannot be used for preparation of official transcripts as those must be ordered from the Recorder.