

## DEPT XVI - EXHIBIT GUIDELINES/PROCEDURE FOR CIVIL JURY/NON-JURY TRIALS

Court Clerk: Christopher Darling – (702) 671-0683

1. **Counsel is encouraged to submit Joint Exhibits.** These may or may not be stipulated to for admittance.
  - If counsel are submitting separate sets of exhibits, counsel are encouraged to take out duplicate exhibits.
2. Depositions are not marked, nor admitted as exhibits; however, original depositions should be provided which are filed and “published” when used in Court.
3. For **Non-Jury** Trials, submit two sets of exhibits (one for the Judge and one for the Clerk). For **Jury** Trials, submit **three sets** (one for the Judge, one for the witness and one for the Clerk). However, if there is a multitude of exhibits, one set for the Clerk is sufficient.
4. **Submit exhibits in a binder**, separated by tabs. Label the tabs with **numbers** for **Pltf’s exhibits** and **letters** for **Deft’s exhibits**. If **Joint exhibits** are submitted, label tabs with **numbers**. You may Bates stamp the pages for ease in locating a specific page of an exhibit. If there are an excessive number of exhibits, contact the Clerk who may assign a block of numbers to each side.
  - In order to keep each exhibit intact, be certain each exhibit is bound in some fashion, either by staples, brads, etc.

Photographs **MUST** be identified separately. **DO NOT PLACE SEVERAL PHOTOS** on one sheet of paper as this causes problems if only one is admitted. For example, if exhibit 7 consists of 3 photos, label them 7-a, 7-b, 7-c. You may place more than one on a page if counsel is stipulating to admitting them all.

  - Do not mark the exhibit itself as it will be marked by the Clerk.
5. Submit an Exhibit List, **numbered** for the Pltfs, and **lettered** for Defts, containing a short description of each exhibit with two columns on the right-hand side labeled “Offered” and “Admitted” and accompanying blocks. If it is a Joint Exhibit List, use **numbers**. (See attached).
6. 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. However, if counsel wants the larger version to go to the jury, it must be marked separately.
7. **Counsel should contact the Court Clerk a few days prior to trial to make** arrangements to bring exhibits in to be marked.
8. **Trial Briefs (EDCR 7.27)** – If the trial of the case will involve significant issues not adequately addressed by the parties in connection with dispositive motions or other pretrial motions, the parties must prepare trial briefs addressing such issues. At or before the pre-trial conference, the parties deliver an unfiled copy to the court prior to the commencement of trial
9. **Proposed Jury Instructions and Verdict Forms.** In accordance with EDCR 2.67, counsel shall meet and discuss pre-instructions to the jury, jury instructions and verdict forms. On the day of trial, each side shall provide the Court an agreed set of jury instructions and proposed form of verdict along with any additional proposed jury instructions. You should email a set, in **WORD** format, to the JEA, at Dept16EA@clarkcountycourts.us.

