**EXHIBIT GUIDELINES**

**EIGHTH JUDICIAL DISTRICT COURT DEPARTMENT 2**

Courtroom Clerks: Jill Chambers (702) 671-4321 Jessica Sancen (702) 671-0583

ChambersJ@clarkcountycourts.us Sancenj@clarkcountycourts.us

1. **For** **ALL Trials, *submit* Three (3) sets of exhibits** (one for the Judge, one for witnesses and one for the Court Clerk, which will be the official record). Exhibits are to be one-sided with the back left blank. Plaintiff and Defendant’s counsel must also have a set for themselves. If there are more than 100 exhibits, please submit exhibits *and* email the exhibit list to the Court Clerk a minimum of **three days** prior to trial. NOTE: It is the responsibility of counsel to ensure that all sets of exhibits provided to the Court match exactly.
2. Include one (1) exhibit list in each binder (see the attached sample). In addition, please e-mail the exhibit list in Word format, prior to start of trial, to the Courtroom Clerks at ChambersJ@clarkcountycourts.us and Sancenj@clarkcountycourts.us.
3. Counsel is encouraged to submit joint exhibits whenever possible, which can be stipulated into admission for all purposes and marked and recorded as such. Joint exhibits should be numbered numerically.

4. Exhibit Identification/Labeling:

* 1. **Joint Exhibits:** Label the tabs/proposed labels with **numbers**. (i.e. 1, 2, 3, 4…)
	2. **Plaintiff’s Exhibits**: Label the tabs/proposed labels with **numbers.** (i.e. 1, 2, 3, 4…)
	3. **Defendant’s Exhibits:** Label the tabs/ proposed labels with **Letters** (i.e. A, B, C, D… X, Y, Z, A1, A2, A3…).
	4. **Bates Stamp**:Each page **must** be bates stamped in numeric orderfor ease in locating a specific page of an exhibit. If an individual exhibit has more than one (1) page and is not Bates stamped or identified by number on each page, it **must** be bound in some fashion, either by staples, brads, Acco fastener, etc.
	5. **Proposed Exhibit Labels:** The clerk’s exhibit binder(s) must be pre-marked with a proposed exhibit label on the lower right, back side of the last page of the exhibit; indicating either Joint, Plaintiff, Defendant, and the exhibit number/letter and case number **#.** The label must be adhered to either on the first page of a single page exhibit, or on the lower right back-side of each exhibit of the last page for multiple page documents, or on the back side of any exhibit to avoid covering up any pertinent information or part of a photograph. See samples of proposed exhibit labels on pages 6-9 which can be used for *Avery Template 5160 Easy Peel Labels*.
	6. Submit binders no wider than 3 to 4 inches and separate each exhibit by a tab that is accordingly labeled with the exhibit number/letter.

**NOTE: Please contact the Court Clerks prior to the firm trial setting to assign a block of numbers for any of the following reasons:**

* The Defendant’s exhibits exceed 50.
* If there are going to be a large number (100+) of exhibits.
* There are numerous parties submitting their own exhibits.
* This is highly discouraged and will only be accepted in extenuating circumstances; if counsel anticipates using Joint **and** Plaintiff’s exhibits.
1. **Redactions:** It is the responsibility of counsel to ensure the exhibits are redacted if needed. If a redaction is requested after the exhibits have been submitted to the Court, or have been testified to, or have been admitted as an exhibit, Counsel will need to address this matter on the record with the Court, and an additional redacted exhibit would need to be provided to the Court and marked as a new exhibit.
2. **Photographs & CD/DVD/Flash Drives:** MUST be submitted and identified separately. DO NOT place more than one photograph on one sheet of paper, or multiple files on the CD/DVD/Flash Drive, as this presents an issue if only one photograph/file is moved for admission. You may **ONLY** place more than one photo on a page or multiple files on a CD/DVD/Flash Drive if counsel are stipulating to admitting **all** of Photographs on the page or Files within the CD/DVD/Flash Drive. Additionally, a clean laptop must be provided for jury deliberations to allow the jury to view any admitted exhibits on a CD/DVD/Flash Drive player.
3. **Depositions:**  Depositions do not go to the jury, are not marked, nor admitted as exhibits; however, if counsel intends on using a deposition, he/she must request to have the deposition “published” during the trial proceedings. All depositions should be lodged with the court clerks prior to trial along with the exhibits. Depositions must be sealed; certified copies or they will not be accepted without the Court’s approval.
4. **PowerPoint Presentation:** If counsel intends to use a PowerPoint presentation, please provide a paper copy to the Court as this will be marked as a Court’s Exhibit, and does not go back to the Jury. If there are overlying projections or video files embedded into the PowerPoint presentations, please provide an electronic copy (CD, DVD, or Flash drive) instead of a paper copy.
5. Larger versions of exhibits may be used as demonstrative exhibits. These are not marked as exhibits and do not go to the Jury. If counsel would like a demonstrative exhibit to go to the jury, it must be separately marked and admitted.
6. Please note, all exhibits and depositions not offered and/or admitted at trial will be returned to counsel at the conclusion of the trial.
7. To reserve courtroom equipment, i.e., ELMO, screens, televisions, projectors, DVD/CD players, etc., submit an advanced request to CourtHelpDesk@clarkcountycourts.us or the Court Recorder, Jessica Kirkpatrick kirkpatrickJ@clarkcountycourts.us 702-671-0663.
8. ELECTRONIC EXHIBITS – If you are anticipating using paperless electronic exhibits, please notify the Court with as much advance notice as possible. Email the court clerks chambersj@clarkcountycourts.us/Sancenj@clarkcountycourts.us to obtain the guidelines for submitting electronic exhibits and to set a date for the testing of exhibits at least 3-4 weeks before the start of trial.

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| Case No.: |  |  | Hearing Date:  |  |
| Dept. No.: | **2** |  | Judge: | Carli Kierny |
|  |  | Court Clerk: | Jill Chambers/Jessica Sancen |
| Plaintiff:  |  | Recorder:  | Jessica Kirkpatrick |
|  | Counsel for Plaintiff: |  |
| vs.  |  |  |
| Defendant:  |  | Counsel for Defendant: |  |
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| **JURY TRIAL / TRIAL BEFORE THE COURT** |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_’S EXHIBITS**

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| **Exhibit****Number** | **Exhibit Description** | **Date****Offered** | **Objection** | **Date****Admitted** |
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| **Case No.**  |  |  |
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**\_\_\_\_\_\_\_\_\_\_\_’S EXHIBITS**

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| **Exhibit** **Number** | **Exhibit Description** | **Date****Offered** | **Objection** | **Date****Admitted** |
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**SAMPLE**

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| Case No.: | **A123456** |  |  Date:  |  |
| Dept. No.:  | **2** |  | Judge: | Carli Kierny |
|  |  | Court Clerk: | Jill Chambers |
| Plaintiff(s): **John Doe** |  | Recorder: | Jessica Kirkpatrick |
|  | Counsel for Plaintiff: |  |
| vs. |  |  |
| Defendant(s): **Jane Doe** |  | Counsel for Defendant: |  |
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| **TRIAL BEFORE THE COURT** |

**EXHIBIT(S) LIST**

**PLAINTIFF’S EXHIBITS**

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| **Exhibit Number** | **Exhibit Description** | **Date Offered** | **Objection** | **Date Admitted** |
| 1 | Email Correspondence from John Doe dated January 6, 2014 (bates JD 0001-0003) |  |  |  |
| 2 | Email Correspondence from Company, Inc. dated January 6, 2014 (bates JD 0004-0005, 0010, 0020-0100) |  |  |  |
| 3 | Photograph – Driver side front fender |  |  |  |
| 4 | Photograph – Driver side front door |  |  |  |
| 5 | Photograph – Driver side rear door |  |  |  |
| 6 | Photograph – Driver side rear bumper |  |  |  |
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**SAMPLE**

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