PROCEDURE FOR
CIVIL BENCH TRIALS
DISTRICT COURT, DEPT VII

Audio Visual Equipment

The courtroom is equipped with an ELMO and television monitor for attorney use. The courtroom also has Clickshare for wireless connection with laptop computers. The annotate feature on the witness monitor works only with Clickshare, not with the ELMO. Any additional equipment brought in by counsel must work in the available court space without blocking the view of the judge, jury, or opposing counsel. If you plan to admit a DVD or audio recording you must provide a way for the jury to view the exhibit during deliberation. Please schedule a time to meet with the Court's Recorder prior to the start of trial if you intent to display any PowerPoints, video footage, or audio recordings. Laptops should have privacy screens. Make sure to have a paper back-up of any PowerPoint slides or other electronic presentations. Trial will not be delayed for equipment failure, and the court prefers to enter copies of PowerPoints as court exhibits. You can reach the Court Recorder at RayS@clarkcountycourts.us.

Depositions

All original depositions anticipated to be used in any manner during the trial must be delivered to the clerk three (3) judicial days prior to the commencement of trial. If deposition testimony is anticipated to be used in lieu of live testimony, a designation (by page/line citation) of the portions of the testimony to be offered must be filed and served by facsimile or hand, three (3) judicial days prior to the commencement of trial. Any objections or counter-designations (by page/line citation) of testimony must be filed and served by facsimile or hand, one (1) judicial day prior to the commencement of trial. Counsel shall advise the clerk prior to publication.

Exhibits

All exhibits must comply with EDCR 2.27. Three (3) sets must be three-hole punched placed in three ring binders along with the exhibit list. The sets must be delivered to the clerk three (3) judicial days prior to the commencement of trial. Any demonstrative exhibits anticipated to be used must be disclosed prior to the calendar call.

Proposed Findings of Fact and Conclusions of Law

Each side shall provide the Court, two (2) judicial days prior to the start of trial, a detailed, proposed Findings of Fact and Conclusions of Law with an electronic copy in Word format. The detailed, proposed Findings of Fact and Conclusions of Law shall include all elements of each Cause of Action alleged by Plaintiff and the basis for Defendant's Affirmative Defense. These can be e-mailed to the Department JEA, MullinaxL@ClarkCountyCourts.us and the Department Law Clerk, Dept07LC@ClarkCountyCourts.us. Opposing counsel must be cc'd on the email.

Requests for Daily Transcripts

Counsel requesting daily transcripts must notify the Court Recorder, Stacey Ray, thirty (30) days prior to trial. Ms. Ray may be reached at (702) 671-4339 or by email at RayS@clarkcountycourts.us.

The Department's Judicial Executive Assistant, Laura Mullinax, can be reached at (702) 671-4344, or by email at MullinaxL@clarkcountycourts.us.
The Department Law Clerk can be reached at (702) 671-4341, or by email at Dept07LC@clarkcountycourts.us.

EXHIBIT GUIDELINES
DEPARTMENT 7
THE HONORABLE JUDGE DANIELLE K. PIEPER
RJC BUILDING, 5TH FLOOR

1. JOINT EXHIBITS – ***If not already Ordered***, **Counsel are encouraged to submit Joint Exhibits**. If Joint Exhibits are being submitted, counsel are encouraged to get together and stipulate to the admission of as many of the Joint Exhibits as possible and to notify the Court Clerk of their stipulation(s) prior to start of trial. Stipulated exhibits will be admitted on the record.
2. If submitting separate sets of Exhibits, duplicate Exhibits should be eliminated.
3. SETS/COPIES - Submit two or three sets of exhibits (Judge & Courtroom Clerk and /or witness). If you choose not to submit a third set, please make sure you have your own copies for the witness should you need it.
4. Depositions do not go to the jury, are not marked, nor admitted as Exhibits; however, original depositions, which counsel intend to use for impeachment purposes are "published and filed" during trial proceedings and they should be original certified and sealed depositions, unless otherwise agreed to. Submit these to the Court Clerk along with your exhibits.
5. **Submit Exhibits in a binder**, separated by tabs. Label the tabs **with numbers for Plaintiff's Exhibits** and **letters for Defendant's Exhibits**. If Joint Exhibits are submitted, label tabs with **numbers**. Bates Stamp the pages for ease in locating a specific page of an Exhibit and to ensure a clean record. If there are an excessive number of Exhibits, contact the Court Clerk prior to trial. In order to keep each Exhibit intact, be certain they are bound in some fashion, either by staples, brads, etc.
6. PHOTOS - Photographs MUST be identified separately. DO NOT PLACE MORE THAN ONE PHOTOGRAPH on one sheet of paper, as this causes problems if a single photo is admitted. For example, if Exhibit 7 consists of three photographs, label them 7-A, 7-B and 7-C. You may place more than one photo on a page, if counsel are stipulating to admitting all of them.
7. NUMBERING YOUR EXHIBITS - Label the tabs with numbers for Plaintiffs exhibits use numbers 1-1000 and Defendants exhibits use A-Z, AA-ZZ, etc. For joint exhibits, use J1-J1000 (Please notify the Courtroom Clerk/Dept. should there need to be any adjustments.) Label the first page of the exhibit with its exhibit number (ie. Plaintiffs Proposed Exhibit 13).
8. MARKING EXHIBITS - Mark the first page of each exhibit as proposed, format is shown below. If there are other exhibit labels on your documents, please make sure they are not colored. Follow the format here, placing the box at the bottom of the first page of each exhibit (like you would bate stamp) . If exhibits are less than twenty, you may skip this step.

MARKED FOR IDENTIFICATION
PLAINTIFF'S PROPOSED EXHIBIT #1_____
DISTRICT COURT CASE NO. A-15-123456-B

9. DEMONSTRATIVES - Larger versions of Exhibits may be used as demonstrative exhibits. These are not marked as exhibits. If parties wish for the larger exhibits to be admitted, they must submit a standard sized copy to be marked, offered, and admitted.
10. Counsel should contact the Courtroom Clerk by email at RobersonK@clarkcountycourts.us or by phone at 702-671-0699 at least 5 days prior to trial to make arrangements to deliver the exhibits directly to the Courtroom Clerk. Exhibits must be hand delivered to the Courtroom Clerk only. They cannot be dropped off in the bin nor handed to other Department staff.
11. EXHIBIT LIST – Use the exhibit list template sent and email a Word version of the exhibit list to the Courtroom Clerk when you submit your exhibits at email at RobersonK@clarkcountycourts.us or by phone at 702-671-0699. If you do not have it, please obtain it from the Courtroom Clerk.
12. CD'S, DVD'S, USB THUMBDRIVES, ETC. – If you are proposing a CD, the Clerk needs the actual CD, do not submit a photocopy of the disk. Only one copy is needed of all digital. If you are planning to admit a portion of this, please separate the portion into another exhibit. Court cannot admit part of a CD. Also, if in a jury trial and digital media is given, Counsel needs to stipulate to use a DVD player, or laptop that is "clean" to go back to the jury in order for them to view it.

EXHIBIT(S) LIST

Case No.: A

Dept. No.: 7

Plaintiff:

vs.

Defendant:

Trial Date:

Judge: Danielle K. Pieper

Courtroom Clerk:

Reporter:

Counsel for Plaintiff:

Counsel for Defendant:

TRIAL BEFORE THE COURT

[Select Type] EXHIBITS

Exhibit Number	Bates Numbers	Exhibit Description	Date Offered	Objection	Date Admitted

EXHIBIT(S) LIST

Exhibit Number	Bates Numbers	Exhibit Description	Date Offered	Objection	Date Admitted