

EXHIBIT GUIDELINES
EIGHTH JUDICIAL DISTRICT COURT DEPARTMENT 14
REGIONAL JUSTICE CENTER
200 LEWIS AVENUE, LAS VEGAS, NV 89155
Court Clerk: Rene Watson
702.671.4421 | WatsonR@clarkcountycourts.us

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 Courtroom Clerk, Rene Watson, to set an appointment.
2. **Counsel are encouraged to submit Joint exhibits.** This means that both sides submit their exhibits in a binder (or binders) and they are numbered in order. This **DOES NOT** mean that exhibits are stipulated to, if any exhibits are stipulated to for admission, that stipulation is to be placed on the record at the first day of trial. Exhibits are to be **NUMBERED** and if paper, **SINGLE SIDED**.
3. If parties are unable to submit Joint exhibits, Plaintiff's exhibits would start with #1 and Defendant's Exhibits are to start at #500 (unless Plaintiff has over 500, in which case counsel may agree each upon a block of numbers), If parties are submitting separate exhibits **DO NOT also submit joint exhibits** when submitting Plaintiff's and Defendant's exhibits.
4. In accordance with EDCR 2.67, counsel shall meet, review and discuss exhibits. All exhibits must comply with EDCR 2.27.
5. Depositions are **NOT** marked nor admitted as exhibits; however, original, unopened depositions may be provided and "published" when used in Court. Pleadings already filed in the case are **NOT** marked or admitted as exhibits.
6. Photographs should be numbered individually. **DO NOT PLACE SEVERAL PHOTOGRAPHS** on one sheet of paper, unless counsel stipulate to the admission of all photographs on the page.
7. An Exhibit List containing a short description of each exhibit must be prepared. Counsel is to only use the sample exhibit sheet that is on the next page. Please **do not mark** in the boxes whether or not the exhibits are objected to, admitted or offered as this is for the clerk's use during the trial. An **editable** Microsoft word document of the exhibit list **MUST** be emailed to the JEA at: CarreraA@clarkcountycourts.us
8. Counsel are to submit THREE (3) SETS of exhibits in BINDERS, with exhibits separated by tabs. Include ONE (1) exhibit list in each binder. 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. Each binder should be an exact copy of the other binders and all counsel should confirm this. Counsel are to supply those exhibits prior to the start of trial at a time arranged with the clerk.
9. The clerk's exhibit binder(s) **must** be pre-marked with a proposed exhibit label on the back of last page of the exhibit on the lower right hand side. The label must include the exhibit number and case number. The label must avoid covering up any pertinent information or part of a photograph. Proposed exhibit labels used with Avery Template 5160 Easy Peel Labels are on the last page of these guidelines.
10. The courtroom does have its own ELMO and television, however, to reserve other courtroom equipment, i.e., screens, projectors, DVD/VHS players, etc., submit an advanced request to our Court Help Desk CourtHelpDesk@clarkcountycourts.us or 702-671-3300. Further, since the equipment is controlled through JAVS, for set-up help, please coordinate through our Court Recorder, Elizabeth Nawn through email: Nawne@clarkcountycourts.us or her work number: (702) 671-4422. If you would like daily transcripts from your trial you will need to contact Liz at least thirty (30) days prior to your trial as a deposit is required.

Revised 6/7/2024

Case No.: _____

Dept. No.: _____

Plaintiff: _____

vs.

Defendant: _____

Hearing / Trial Date: _____

Judge: _____

Court Clerk: _____

Recorder / Reporter: _____

Counsel for Plaintiff: _____

Counsel for Defendant: _____

HEARING / TRIAL BEFORE THE COURT

EXHIBITS

Exhibit Number	Exhibit Description	Date Offered	Objection	Date Admitted

Case No: _____

VS.

EXHIBITS

[illegible]

