

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

Court Clerk: Tori Mercer – (702) 671-0683; [MercerV@clarkcountycourts.us](mailto:MercerV@clarkcountycourts.us)

1. **Number of Exhibit Sets for Non-Jury Trials:** please provide three sets (one set for the Judge, one set for the Clerk, and one for the Witness). **Number of Exhibit Sets for Jury Trials:** please provide three sets (one set for the Judge, one for the Clerk/Jury, and one for the Witness). Counsel should arrange delivery of exhibits to the Court Clerk at least three (3) judicial days prior to trial (this includes depositions; please see below).
2. **Exhibit Binders: a Joint exhibit set is highly encouraged.** Exhibits are to be bound in a binder, designated by numbers, and separated by tabs. If submitting exhibits individually – a set from Plaintiff and another from Defense – please coordinate and use pre-designated numbers. For example, *Plaintiff could choose exhibit numbers 1-100; Defense, 101-200.* Please also allow sufficient numbers in the range for late additions. Please also coordinate to remove duplicate exhibits. Please mark all your proposed exhibits with a “Marked Proposed Exhibit” sticker at the bottom left-hand corner on the front page of the exhibit (if you can). If the sticker will in anyway obscure the view of the exhibit, then please place the sticker on the back of the last page of the exhibit. The sticker should include the exhibit number and case number. You may Bates stamp the pages; however, do not identify the exhibits as offered or admitted as that will be performed at trial.
3. **Exhibit Photographs:** these MUST be identified separately. In general, please DO NOT place multiple photographs on one sheet as it causes issues with admission. For example, if exhibit 7 consists of 3 photos, label them 7-a, 7-b, and 7-c. However, *if counsel stipulate*, multiple photographs could be combined.
4. **Exhibit Lists:** these are required for either joint or individual exhibit sets. The list should contain a short description of each exhibit with three columns on the right-hand side labeled “Offered”, “Objection”, and “Admitted”. Please do not include any information in these columns, as these columns are for the use of the Court Clerk. Please use the attached Exhibit List to complete your exhibit list and provide such to the court. Please use the “Choose an item” drop down on the exhibit list to indicate which party the exhibit list and exhibits are being provided by.
5. **Depositions Transcripts:** these are not marked, nor admitted as exhibits. However, sealed original depositions should be delivered with the exhibits for the purpose of being filed and published if they are used during trial.
6. **Demonstrative Exhibits:** these are generally permitted. They are not marked as exhibits and would not go to the Jury or Judge as trier of fact. However, if counsel wish these larger versions submitted as part of the record, they must be numbered and marked separately as stand-alone exhibits.
7. **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.
8. **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 Court Clerk, at [MercerV@clarkcountycourts.us](mailto:MercerV@clarkcountycourts.us).
9. **Requesting Daily Copies of Transcripts:** Counsel is asked to notify the Court Recorder at least two (2) weeks in advance if they are going to require daily copies of the transcripts of this trial. Failure to do so may result in a delay in the production of the transcripts. You should email the request to Court Recorder, Maria Garibay, at [GaribayM@clarkcountycourts.us](mailto:GaribayM@clarkcountycourts.us).