**CRIMINAL / CIVIL JURY TRIAL PROCEDURES**

**EIGHTH JUDICIAL DISTRICT COURT DEPARTMENT 23**

**REGIONAL JUSTICE CENTER**

**200 LEWIS AVENUE, LAS VEGAS, NV 89155**

**EXHIBITS & COURT RECORDING AND AUDIOVISUAL EQUIPMENT**

1. **Counsels are encouraged to submit Joint exhibits**. These may or may not be stipulated to for admittance. If counsels are submitting separate sets of exhibits, duplicates are to be removed.
2. Counsels are to conduct their E.D.C.R. 2.67 conference to review and discuss exhibits prior to meeting with the Court Clerk to mark exhibits. All exhibits must comply with EDCR 2.27.
3. Depositions are not marked nor admitted as exhibits; however, original, unopened depositions may be provided and “published” when used in Court.
4. Exhibits are to be NUMBERED. If parties are unable to submit Joint exhibits, Plaintiff’s exhibits should use numbers, starting with #1 and Defendant’s exhibits should use letters, starting with A. If there are an excessive number of exhibits, counsel may agree upon a block of numbers for each side, as long as Plaintiff’s and Defendant’s binders are clearly distinguishable from one another, either through the color of the binder or clear labeling.
5. Photographs and receipts must be identified separately. **DO NOT PLACE SEVERAL PHOTOGRAPHS OR RECEIPTS** on one sheet of paper, unless counsel stipulate to the admission of all of the items on the page. You may label them, for example, 7-A, 7-B, 7-C, etc.
6. Submit exhibits in BINDERS, separated by tabs. Include an Exhibit List containing a short description of each exhibit with a minimum of three columns (blocks) on the right-hand side labeled “Offered”, “Objection” and “Admitted”. (See attached.)
7. 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.
8. The Court Clerk will contact counsel to schedule a time to meet with counsel to mark the exhibits (only if a voluminous). **Counsels are to provide the original exhibits to the Clerk and a copy for the Judge a copy maybe used for the witness (but the clerk’s copy is the official record).**
9. Please note, all exhibits and depositions not offered and/or admitted at trial may be returned to counsel at the conclusion of the trial.
10. To reserve courtroom equipment, please see below under Court Recording and Audiovisual Equipment.

EXHIBIT(S) LIST

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Case No.:** | |  | |  | **Hearing / Trial Date:** | | |  | | |
| **Dept. No.:** | | **XXIII** | |  | **Judge:** | **Jasmin Lilly-Spells** | | | | |
|  | | | |  | **Court Clerk:** | |  | | | |
| **Plaintiff:** |  | | |  | **Recorder / Reporter:** | | | | **Michelle Ramsey** | |
|  | | | |  | **Counsel for Plaintiff:** | | | |  | |
| **vs.** | | | |  |  | | | | | |
| **Defendant:** | | |  |  | **Counsel for Defendant:** | | | | |  |
|  | | | |  |  | | | | | |
|  | | | |  |  | | | | | |
| **HEARING / TRIAL BEFORE THE COURT** | | | | | | | | | | |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXHIBITS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Exhibit Number** | **Bate Stamp #** | **Exhibit Description** | **Date Offered** | **Objection** | **Date Admitted** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Case No:** |  |  |  |
|  | | VS. |  |

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ EXHIBITS**

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

**COURT RECORDING AND AUDIOVISUAL EQUIPMENT**

**Laptops** can be displayed through the JAVS system in the courtroom using the court Wi-Fi. If you need to test equipment prior to trial, please contact me to set up a time. There is also a **document camera** in the courtroom for use during the trial.

All court proceedings are recorded. There is a **$40 fee per hour for recording of Civil Matters**. CD’s are available daily at $2 per CD. Please let me know in advance if you would like to order them on a daily basis.

If you would like to request **daily transcripts**, **please contact me at least 3 weeks prior to trial** and I will try to accommodate your request.