

EXHIBIT INFORMATION

Department CX103

(657) 622 - 5303

Exhibits

Counsel shall prepare ONE set of Exhibits with exhibit tags attached tabbed, and in binders. This will be considered the "official set" for use by the witnesses and for the jurors' use in the jury room. Received exhibits and their tabs will be removed from this set and placed in another binder so that they will be ready for the jurors' use in deliberations. If exhibits have been scanned for trial, the Court will not need a courtesy set. Please provide the Court with sufficient empty binders of another color for holding the received exhibits.

Exhibits shall be numbered consecutively. DO NOT USE a, b, c, etc. behind the number, even if it belongs to the "group." Each photograph gets its own number. One photo per page. Do not use bates numbers as exhibit numbers.

All exhibits must be reduced to an 8-1/2 x 11, except for plans, displays, etc. Enlargements may be used in trial, but a reduced copy must be in the binder as the official exhibit. Models shall be photographed, as the photo(s) will likely be the official exhibit.

Deposition transcripts and written discovery are not marked as exhibits but are to be readily available to counsel for handing to the judge at the time of use during trial. The judge will rule on evidentiary matters and follow along with reading.

Counsel should consider stipulating to juror notebooks containing key exhibits, a glossary of terms, and the names of witnesses with subject area of testimony. "Key exhibits" should be limited to no more than ten, without leave of court.

Exhibit Tags

Please use our master copy of making your exhibit tags and copy on green paper. Before running the copies, fill in the case number and case name and mark them as joint. After copying, add the exhibit number. Do not fill in any dates. That will be done by the clerk during trial. The tags are to be stapled to the upper right-hand corner of the front of the page. If you alternate the spacing of the staple (across the top and on the side) instead of all on the corner, the binder will be flatter, taking up less space on the bookshelf.

Joint Exhibit list

Exhibit list must be on **our** form because it is set up to provide enough space for the clerk's date stamp. Exhibit list can not be on pleading paper. If counsel are reassigned to this department, counsel are to immediately reconfigure exhibit list to conform with our rules. Counsel are to meet and confer and make ONE JOINT exhibit list.

Numbering of exhibits is consecutive from 1 - end. Do not leave any blanks and do not use "plaintiff has 1- 200 and defendant has 200-400". Please do not leave any blank numbers. Should additional exhibits arise after the trial starts, the last number of the exhibit shall resume. Do not fill in the received column. The clerk will write in the date when it is received into evidence. .

Please keep your exhibit descriptions concise. Describe what the jurors are seeing. For example: Photo front of house with trash cans and mail box at curb (not John Miller's house - unless John Miller can be read on the mailbox).

Counsel should stipulate to receiving as many exhibits as possible prior to the start of trial.

JOINT EXHIBIT LIST

Case #:
 Case Name: vs.

Court Clerk: J. Frausto Dept. CX103

Type of Hearing: Trial

Exhibit List of: Joint

ID	EX #	RECEIVED	DESCRIPTION

EXHIBIT NO. ID only (Date) Please 1st date of trial IN EVIDENCE (Date)

<input type="checkbox"/> Plaintiff/People	<input type="checkbox"/> Defendant	<input checked="" type="checkbox"/> Joint
<input type="checkbox"/> Petitioner	<input type="checkbox"/> Respondent	<input type="checkbox"/> Court
<input type="checkbox"/> (Other)		

Signature of Atty/Party Introducing Sensitive Exhibit

Case No.

Vs.

Alan Carlson, Executive Officer and Clerk

By Janet Frausto, Deputy**NOTE: THIS ITEM IS A PERMANENT COURT RECORD.
DO NOT REMOVE FROM THE COURTROOM**

If found please contact: Superior Court of California, County of Orange (657) 622-7809

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