

## **Court Trial Exhibits in Department 15**

In an effort to reduce the risk of exposure, all court trials in Department 15 are to adhere to the following protocol:

Parties/counsel should have a minimum of 3 complete and identical sets of the exhibits.

One set for the Court

One set for opposing party/counsel

- One set to be used for witnesses

- make sure counsel has an electronic copy of each exhibit to share with remote witnesses.

### **Organization:**

Exhibits should be organized and labeled in a tabbed binder. Petitioner is to label using numbers (example: Petitioner's 1, 2, 3) and Respondent is to label using letters (example: Respondent's A, B, C). Please include the exhibit list with exhibit descriptions.

### **Drop Off:**

The Court's copy is to be dropped off to Department 15 Courtroom 7C, no less than 1 week prior to the hearing. Please the Department 15 e-mail "[dept15@sanmateocourt.org](mailto:dept15@sanmateocourt.org)" in advance, to ensure the courtroom is open/staffed.

If the department is out or unavailable due to vacation/time off, please drop off the Court's hard copy of exhibits in a tabbed binder in advance to Master Calendar located on the 2nd floor in Jury Services.

\*\*\*DO NOT place in the Family Clerk's Office drop box.\*\*\*

### **USBs:**

Any flash drives or disks that parties/counsel would like viewed by the Court during trial, must be scanned by the Court's IT department. USB Flash Drives are to be labeled, placed in an envelope with the case name and number, and dropped off to the Courtroom along with exhibits, as instructed above.

Modified procedures may be discussed with the Court at the Mandatory Settlement Conference.