

## Court Trial Exhibits in Department 5

In an effort to reduce the risk of exposure, all court trials in Department 5 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

### 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 5 Courtroom 7D, no less than 1 week prior to the hearing. Please contact the Department 5 e-mail [dept5@sanmateocourt.org](mailto:dept5@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.