

Court Trial Exhibits in Department 22

All court trials/evidentiary hearings in Department 22 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.

All exhibits to be Bates stamped.

Drop Off:

Exhibits to be provided 1 week prior to the hearing.

The Court's copy may be dropped off to the Department in Courtroom 7C or to Master Calendar located on the 2nd floor in the Jury Division (2nd Floor). Please contact the Department via e-mail (dept32@sanmateocourt.org) in advance, to ensure the courtroom is open/staffed if you are planning on delivering exhibits to the courtroom.

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

USBs:

Any electronic evidence that parties/counsel would like viewed by the Court during trial will need to be on flash drives or disks. 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. USBs to be included on the parties' exhibit list.