

# **MAGISTRATE OLDEHOFF'S EXHIBIT POLICY FOR VIRTUAL ZOOM HEARINGS & TRIALS**

UPDATED 2/2/2021

## **EFFECTIVE 2/8/2021 FOR ALL VIRTUAL HEARINGS:**

1. **DO NOT** send exhibits to the Clerk's office for pre-marking.

### **ONLY THE EXHIBIT LIST SHALL BE E-FILED WITH THE CLERK IN ADVANCE.**

2. You must send all of your exhibits and a copy of the Exhibit List to:
  - (A) the other party; **and**
  - (B) the magistrate's assistant at [slcmagistrate@circuit19.org](mailto:slcmagistrate@circuit19.org)  
*--within the deadlines as established by your trial order or Florida rule. IF NONE, then,  
--at least **48 BUSINESS HOURS** prior to the start of your trial or hearing.*
3. A completed Exhibit List and all proposed exhibits must be titled in the **PROPER MANNER AND FORMAT**—see below.

**Each exhibit shall identify (1) the party; (2) the party exhibit number; and (3) a short description of the exhibit.**

### **PARTY IDENTIFIERS:**

**M = Mother      F = Father**  
**W = Wife        H = Husband**  
**FW = Former Wife      FH = Former Husband**

### **FOR EXAMPLE:**

<b>(Party ID)</b>	<b>(Party exhibit number)</b>	<b>(Description of exhibit)</b>
↘	↓	↙
W	1	Financial Affidavit;
H	2	Tax Returns;
M	1	Text Messages from 12/20/17;
F	4	Photographs of car;
FW	1	Facebook Message;
FH	6	Bank Statement.

**FORMATS:** Acceptable formats to be emailed are **PDF, JPG, PNG, and MP4**. No other file types will be accepted.

4. The exhibits **must** be **scanned and emailed** to the magistrate's assistant at the address below and all parties no later than **48 BUSINESS HOURS** prior to your hearing/trial. Include the case number, case name, and hearing/trial date in subject line of the email.

**COURT'S EMAIL:** [slcmagistrate@circuit19.org](mailto:slcmagistrate@circuit19.org) for exhibits and exhibit list only

THE MAGISTRATE'S ASSISTANT WILL **NOT** ACCEPT USBs WITH EXHIBITS; ALL EXHIBITS **MUST** BE EMAILED. (If there is a size issue with attachments, separate the attachments and send multiple emails, indicating in the subject line—with case name/number/date—Email 1 of 3.)

5. **UNANTICIPATED REBUTTAL EVIDENCE** may be submitted during the Zoom hearing through the Chat-Files feature or Sharing Feature or be emailed during the hearing *with permission of the Magistrate*. Those exhibits must be emailed to the magistrate's assistant and the other party after the hearing/trial.
6. This procedure **does not modify or change the Court's Order Setting Trial Date** that requires a pretrial meeting to exchange documents (10 days prior to docket call) and a pretrial statement listing all exhibits (7 days prior to docket call). Paragraph VIII states: "*The parties will be strictly limited to those exhibits and witnesses listed in the pretrial statement...*"
7. **NOTE:** Failure to serve your exhibits on the other side(s) and the magistrate's assistant **AT LEAST 48 BUSINESS HOURS PRIOR TO THE HEARING/TRIAL** shall result in exclusion of the exhibit and/or other appropriate sanctions.