

EVIDENCE/EXHIBIT POLICY - VICTORIA L. GRIFFIN, Circuit Judge

Revised November 3, 2021

- **Evidence/Exhibits must be pre-marked.** Contact the Clerk of Court, Domestic Relations/Family Division to receive the evidence template(s).
- **Two (2) hard copies of ALL evidence/exhibits, including electronic media, must be submitted to the Clerk of Court, Domestic Relations/Family Division, at least two (2) business days prior to the evidentiary hearing/trial.**

Clerk of Court Domestic Relations/Family Division:

Mailing Address: PO Box 700, Fort Pierce, FL 34954

FedEx/Physical Drop-Off: 201 S. Indian River Drive, Fort Pierce, FL 34950

Phone: (772) 462-6910.

- The Court **WILL NOT** review or consider any evidence/exhibit before it is admitted during the hearing.
- **You must send all of your evidence/exhibits and a copy of the Exhibit List to the other party *within the deadlines as established by your pre-trial order or Florida rule.* IF NONE, then, at least five (5) business days prior to the start of your trial or hearing.**
- **Only the Exhibit List should be e-filed in advance.**
- **UNANTICIPATED REBUTTAL EVIDENCE** may be submitted as soon as the party becomes aware of its existence.
- **This procedure *does not modify or change the Court's Pretrial Order* that requires a pretrial meeting to exchange documents and a pretrial statement listing all exhibits. *The parties will be strictly limited to those exhibits and witnesses listed in the pretrial statement.***
- **Failure to comply with this evidence/exhibit policy *at least five (5) business days prior to the start of your trial or hearing* shall result in exclusion of the exhibit and/or other appropriate sanctions.**

PROPER FORMAT FOR EVIDENCE/EXHIBIT LIST

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

PARTY IDENTIFIERS:

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

EXAMPLE:

<u>PARTY ID</u>	<u>EXHIBIT NO.</u>	<u>DESCRIPTION</u>
W	1	Financial Aff.
H	2	Tax Returns
M	1	Texts from 12/20/17
F	4	Photographs of car
FW	1	Facebook Message
FH	6	Bank Statement