

JUDGE KEELER'S EXHIBIT & EVIDENCE POLICY FOR HEARINGS & TRIALS

Updated: January 31, 2024

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

ONLY THE EXHIBIT LIST SHOULD BE E-FILED IN ADVANCE

2. You must send courtesy copies of your exhibits and a copy of the Exhibit List to:
 - a. the other party; **and**
 - b. the Judicial Assistant
 - *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.*
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; 3. A short description of the exhibit.

PARTY IDENTIFIERS

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

Example:

W	1	Financial Affidavit;
H	2	Tax Returns;
M	1	Text Messages from 12/20/23;
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. Hard copies of all evidence/exhibits, including electronic media **must** be **brought to the hearing/trial** and pre-marked using the evidence template.
5. Courtesy copies of the exhibits must be scanned and emailed to the Judicial Assistant and all parties at least **five (5) business days** prior to your hearing/trial, **along with a proposed Order/Final Judgment in Microsoft Word format**. Include the case number, case name, and hearing/trial date in subject line.

COURT'S EMAIL: SundayK@circuit19.org.

THE JUDICIAL ASSISTANT WILL NOT ACCEPT USBs WITH EXHIBITS; ALL EXHIBITS MUST BE EMAILED. WE CANNOT ACCEPT FILE SHARING APPLICATIONS/DROPBOX. If there is a size issue with the attachments, separate the attachments and send multiple emails, indicating in the subject line – with case name/number/date – Email 1 of 3.

6. **UNANTICIPATED REBUTTAL EVIDENCE** may be submitted via email during the hearing *with the permission of the Judge*. Notwithstanding, all exhibits must be e-filed with the Clerk for safekeeping after the hearing/trial.
7. This procedure **does not modify or change the Court's Pretrial Order** 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.*"
8. **NOTE:** Failure to serve your exhibits on the other side(s) and Judicial Assistant **AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE HEARING/TRIAL DATE** shall result in exclusion of the exhibit, cancellation of your trial or hearing and/or other appropriate sanctions.
9. **NOTE:** The party who is successful in admitting an exhibit is responsible for filing admitted exhibits with the Clerk through the E-Portal within one (1) business day, POST-trial/hearing.