

EXHIBITS FOR HEARINGS VIA ZOOM ONLY

At least **business five (5) days prior** to the day of hearing, a completed exhibit list and all exhibits must be scanned and emailed to the Court at WileT@Circuit19.org and all parties. Only the exhibit list should be e-filed. **A hard copy of all exhibits shall be provided to Clerk within 24 hours of the hearing.** The exhibits are to be marked alphabetically for identification by the side seeking to offer the exhibit into evidence. If the exhibit is admitted into evidence, the Clerk will sequentially number the exhibit in evidence. If the exhibit is not admitted, the Clerk will retain it with only the alphabetical identification. Once exhibits are marked, either for identification or in evidence, and given to the clerk, they become the property of the Clerk of Court and may not be altered or removed from the courtroom without order of the court.

Saving and Titles to Exhibits: Exhibits **MUST** be titled and saved in the following or similar format: W/H/M/F's # and brief description of exhibit.

W = Wife

H=Husband

M=Mother

F=Father

Example:

W- Exhibit A- Financial Affidavit

W- Exhibit B- Bank Stmt #1234

H- Exhibit A- FB Message 1-1-2021

H- Exhibit B- Appraisal