



Civil Department

Instructions for Self-Represented Litigants to Submit Paper Exhibits

A self-represented litigant who has opted out of Case Center must deliver any paper exhibits to the judge's division no later than five (5) calendar days before the evidentiary hearing for marking by the courtroom clerk.

The exhibits should be separated by Exhibit Coversheets printed on colored paper. On top of each Exhibit Coversheet, put an exhibit number. The exhibits need to be consecutively numbered (1, 2, 3, etc.). If an exhibit is longer than ten (10) pages, each of the exhibit pages should be numbered.

On top of the exhibits, place a Physical Exhibit Case Coversheet that includes the following:

1. The name of the party submitting the exhibits;
2. The case number;
3. The date of hearing; and
4. A list of exhibit numbers and brief descriptions of the exhibits. For example:
Exhibit 1 – Email dated 01/01/2023
Exhibit 2 – Phone Bill
Exhibit 3 – Affidavit of Financial Information

Division staff will provide the exhibits to the courtroom clerk for marking. The courtroom clerk will mark the physical exhibits with the exhibit number on the Exhibit Coversheet. The courtroom clerk will also create placeholder pages in Case Center so that the paper exhibits are included on the clerk's official exhibit list. The courtroom clerk will not scan and upload the exhibits into Case Center. Any party who wants to use one of these exhibits during a hearing will need to use the physical exhibits.

Remember: You must provide a copy of your exhibits to all other parties. You should also bring a copy for yourself to use during the hearing.