



**SHARON R. BOCK**  
Clerk & Comptroller  
Palm Beach County

**EVIDENCE PRE-MARKING GUIDELINES- CIVIL**

**Exhibit List Requirements:**

- An updated, legible, and specific exhibit list **MUST** be provided to the trial clerk on the first day of trial.
- The list is to include the Case #, the party name, party type (Pltf., Resp., Mother, Father, etc.), exhibit #, description of the exhibit and hearing/trial date.
- The exhibits must be numbered sequentially.
- An exhibits list which states “all”, “any” and “any and all” will not be accepted.

**Exhibit Requirements:**

- All exhibits that will be entered into evidence must be pre-marked using the Exhibit Card Template (see attached) and affixed to the back of the exhibit.
- All exhibits must be marked for ID on the exhibit card.
  - Numbers and letters only: No symbols
  - Exhibit #'s: No more than 10 characters including spaces
- Large demonstrative poster boards or items to be used in court for evidence must be accompanied by a smaller version for submissions to the Clerk. Exhibits must be stapled, bound or fastened together with an ACCO type fastener (two-pronged locking paper compressor).
  - NO NOTEBOOK BINDERS
  - NO RUBBER BANDS
  - NO PAPER CLIPS
- Depositions and pleadings are NOT marked as exhibits, EXCEPT:
  - When a party would like the court to take judicial notice of any document or pleading; or
  - When the document or pleading is published to the jury.

**Exhibit Labeling Requirement**

- Use the exhibit card template provided (see attached); you may do one of the following:
  - Make copies of the card for each exhibit; or
  - Use Avery labels 5163 which can then be adhered to the **BACK** of the page. (Template can be scanned onto Avery Labels).
- The exhibit card must be filled out completely and legibly.
  - Must have case #, party type circled, and exhibit#.
- Tape the card to the **BACK** of each exhibit (no clips).
- Any exhibit with multiple sections should be designated by number and letter. i.e. 1A, 1B, 1C, etc.
- Place a sticker on the bottom right hand corner of the front of each exhibit clearly identifying *Plaintiff* or *Defendant*. (Can be obtained from an office supply store.)

If you have any questions, contact the Clerk's office at 561-355-2986 between the hours of 8am – 4pm, M-F excluding holidays.

**IN THE CIRCUIT COURT OF THE 15<sup>TH</sup> JUDICIAL**

Case # \_\_\_\_\_

STATE DEFT COURT **Exhibit #** \_\_\_\_\_

PLTF PET RESP **Date ID'd** \_\_\_\_\_

MTH FTH JOINT **Date Admitted** \_\_\_\_\_

OTH \_\_\_\_\_ Processed by: \_\_\_\_\_ Clerk Not Present \_\_\_\_\_

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