

SUPERIOR COURT OF CALIFORNIA, COUNTY OF MONTEREY

Monterey Courthouse
1200 Aguajito Road
Monterey, CA 93940



Salinas Courthouse
240 Church Street
Salinas, CA 93901

EXHIBIT GUIDELINES FOR REMOTE TRIALS AND EVIDENTIARY HEARINGS CIVIL, FAMILY, DOMESTIC VIOLENCE, CIVIL HARASSMENT & SMALL CLAIMS MATTERS

PREPARING YOUR EXHIBITS:

- **Exhibit Stickers:** Each exhibit should be marked with an exhibit sticker (available from the court clerk) bearing the appropriate exhibit number or letter, and case number. The exhibit sticker should be placed in the lower right-hand corner of the first page of the exhibit. Petitioner/Plaintiff should use exhibit numbers, Respondent/Defendant should use exhibit letters.
- **Multi-Page Exhibits:** Exhibits consisting of more than one page should have page numbers on each page in sequential order to avoid confusion during witness testimony.
- **Exhibit Lists:** You must prepare an Exhibit List. The Exhibit List must list in order, the exhibit number/letter and a brief description of the exhibit. The exhibit list should also be formatted with columns to indicate at trial “Marked for Identification” and “Admitted into Evidence.” For example:

Petitioner's Exhibit List			
Exhibit	Description	Marked for ID	Admitted into Evidence
1	Photograph of Damage to Fender		
2	Bank of Monterey Statement, March 1, 2021, Account ending #1234, (10 pages)		

- **Exhibit Packet:** You must prepare an Exhibit Packet. The Exhibit Packet should consist of all of your exhibits in order. The first page of the packet should be the Exhibit List. If you have several exhibits, organizing them in a three-ring binder with tabbed dividers is recommended.

SHARING YOUR EXHIBITS WITH THE OTHER PARTY:

- Your Exhibit Packet (exhibit list and exhibits) must be shared with the other party before your trial/hearing.
- To share your Exhibit Packet, printed copies may be provided to the other party. Or, if the other party agrees, electronic copies may be provided. Be sure to keep a copy for yourself and for the court. (See “Lodging Exhibits with the Court” below.)
- **IMPORTANT DEADLINES:** You must share your exhibits with the other party no later than 5 business days prior to your trial/hearing. Depending on your type of case, however, **this deadline may be EARLIER**. If you have any questions about your deadline, you may ask the Judicial Officer, Self-Help Center staff, or seek legal guidance. Failure to share your exhibits before your deadline could result in exclusion of your evidence.

LODGING EXHIBITS WITH THE COURT:

- **In Person Appearances:** You may bring your Exhibit Packet with you to court.
- **Remote Appearances:** You must deliver your Exhibit Packet to the Court at least two (2) business days prior to the scheduled trial/hearing (see delivery methods below).
- **Binders:** If you have several exhibits, or if they are voluminous, the court may require you to lodge your Exhibit Packet in a three-ring binder with tabbed dividers.

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- **In-Person Delivery to the Court:** Exhibit Packets should be sealed in an envelope or secured in a binder. The envelope or binder must be labeled with the case name, case number, date of hearing, court department, and party name. Exhibit Packets may be delivered in-person Monday through Friday between 8:00 a.m. and 4:00 p.m., excluding holidays. PLEASE DO NOT PUT ANY EXHIBIT PACKETS IN THE COURT DROP-BOX.
- **USPS Mail/FedEx/UPS/Other Carrier:** Exhibit Packets may also be sent to the court. They must be securely sealed in an interior envelope or binder and labeled as described above. It is recommended that you use delivery confirmation to ensure that your exhibit packets are received. It is your responsibility to ensure that your Exhibits Packets are received by the court at least two (2) business days prior to your trial/hearing.
- **Court Mailing Address:** Monterey County Superior Court
1200 Aguajito Road, Suite 100
Monterey, CA 93940
- **Other Procedures:** Depending on your case, the court may direct you to lodge your exhibits in a manner different than the procedures outlined above.
- **IMPORTANT:** Do not include any communications to the judge when delivering or sending your exhibits to the court. The judge will not consider any communications that have not been shared with all parties.

PRESENTING YOUR EVIDENCE DURING YOUR TRIAL OR HEARING:

- **Be Familiar with the Zoom Application:** Presenting exhibits during a hearing or trial can be very challenging, especially when one or more persons is appearing remotely. The court can provide only limited assistance with presenting exhibits. Attorneys and parties are strongly encouraged to familiarize themselves with the Zoom application to ensure proper presentation of exhibits. See “TUTORIALS” below for more assistance.
- **Sharing Your Screen:** If a party or witness is appearing remotely on Zoom, it is best to have electronic copies of your previously lodged exhibits saved on a computer logged into the Zoom session, so you may use the “share screen” function of Zoom to show your exhibit to the court and the other party and/or witnesses.
- **Have a Strong Internet Connection and Functioning Device:** A strong internet connection and modern computer equipment are very important. Be aware that sharing your screen on Zoom uses additional internet bandwidth and/or computer processing power.
- Parties appearing in person may present their exhibits from their Exhibit Packet lodged with the court.
- If it becomes necessary to submit additional exhibits that were not provided in the original Exhibit Packet, in most instances printed copies will be necessary for the court. The court will decide whether to and how to receive additional exhibits depending on the circumstances of your case.
- Exhibits must be formally received in evidence before the court may consider them.

TUTORIALS:

- **Zoom tutorials:** https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials?_ga=2.251474895.819192870.1596141257-578689434.1595000850
- **Zoom FAQs and Quick Start Guides:** <https://support.zoom.us/hc/en-us/articles/206175806>
- **Zoom Screen Sharing Tutorials:** <https://support.zoom.us/hc/en-us/sections/201740106-Screen-Sharing>