

**19TH CIRCUIT CHILD SUPPORT HEARING OFFICER'S  
EXHIBIT POLICY FOR VIRTUAL ZOOM HEARINGS**

**EFFECTIVE IMMEDIATELY:** Any and all documents that a party is seeking to admit into evidence and be considered at a hearing are to be submitted at least **3 (three) business days** prior to the hearing.

ONLY DOCUMENTS FOR HEARINGS ALREADY SET WITH THE COURT ARE TO BE SENT. ALL NEW MOTIONS AND/OR PETITIONS MUST BE FILED WITH THE CLERK OF COURT IN YOUR COUNTY.

**DO NOT** send exhibits to the clerk's office or file them via the e-portal only the Exhibit List shall be filed with the clerk.

You must send a copy to the other party and the Department of Revenue (DOR) when you submit the exhibits to the court.

**Documents/Exhibits and a copy of the Exhibit List FOR THE HEARING are to be sent via email to:**

**COURT'S EMAIL: [CSHOExhibit@circuit19.org](mailto:CSHOExhibit@circuit19.org)**

**DOR EMAIL: [castropa@cfl.rr.com](mailto:castropa@cfl.rr.com)**

**IN THE SUBJECT LINE OF THE EMAIL YOU MUST IDENTIFY THE COUNTY, DATE OF HEARING, CASE NUMBER & CASE NAME.**

**(Example Subject Line: Saint Lucie County 01.10.2021 562020DR1234 JANE DOE v JOHN DOE)**

**FORMATS:** Acceptable formats to be emailed are **PDF and JPG.**

Each individual document must be **attached separately** in **one e-mail** and marked as to the description of the document and the listed number on the exhibit list. **DO NOT SEND 1 LARGE SCAN OF ALL THE DOCUMENTS.**

In addition to emailing the documents to the e-mail above you must also complete an EXHIBIT LIST. The Exhibit list must identify each document you have submitted. **THE COMPLETED EXHIBIT LIST MUST BE FILED IN THE COURT FILE. YOU MUST E-FILE THE COMPLETED EXHIBIT LIST ONLY OR HAND-DELIVER IT TO THE CLERK OF COURT FOR YOUR CASE COUNTY at least 3 (three) business days prior to the hearing.**

**SAVING/TITLES EXHIBITS:** Exhibits shall be titled and saved in the following or similar format: R/P/DOR # and brief description of exhibit

**R=Respondent (pays support)      P = Petitioner (receives support)      DOR= Dept. of Revenue**

**Exhibit number:** Each exhibit shall be in numerical order.

**Description of exhibit:** This shall be a short description of the exhibit.

**For Example:**

IN THE CIRCUIT COURT OF THE NINETEENTH JUDICIAL CIRCUIT  
IN AND FOR SAINT LUCIE COUNTY, FLORIDA

Jane Doe  
Plaintiff

Court Case Number: 562020DR000000

John Doe  
Respondent

**EXHIBIT LIST**

Party ID	Num.	Short Description identifying exhibit
R	1	Receipt of direct payments
P	2	Bills of unpaid medical expenses
DOR	3	Statement of past due arrears

A thumb drive of **audio/video or voluminous evidence** must be submitted to the Clerk within 24 hours following the hearing/trial if directed by the court after placed into evidence.

Unanticipated rebuttal evidence may be submitted during the Zoom hearing through the Chat-Files feature or be emailed during the hearing *with permission of the Judge/Magistrate/Hearing Officer.*