

**19TH CIRCUIT CHILD SUPPORT HEARING OFFICER'S
EXHIBIT POLICY FOR 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) 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 INCLUDE ANY LETTERS OR OTHER COMMUNICATIONS TO THE HEARING OFFICER CONCERNING YOUR CASE TO THE EXHIBIT EMAIL- ONLY EXHIBITS FOR HEARINGS WILL BE ACCEPTED.

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 either by mail or email 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 EXHIBIT EMAIL: CSHOExhibit@circuit19.org

DOR EMAIL: 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) 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 S T. LUCIE COUNTY, FLORIDA**

Jane Doe

Plaintiff

Court Case Number: 562020DR000000

John Doe

Respondent

EXHIBIT LIST

Party ID	Num.	Short Description identifying exhibit
	1	Receipt of direct payments
P	2	Bills of unpaid medical expenses
	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 HAND SUBMITTED during the Hearing or be emailed during the hearing *with permission of the Judge/Magistrate/Hearing Officer.*