

# **MAGISTRATE MULLINS' EXHIBIT POLICY FOR VIRTUAL ZOOM HEARINGS & TRIALS**

## **EFFECTIVE 12/1/2021 FOR ALL VIRTUAL HEARINGS:**

1. **DO NOT** send/e-mail exhibits to the Clerk's office for pre-marking.  
**ONLY THE EXHIBIT LIST SHOULD BE E-FILED IN ADVANCE.**
2. You must send all of your exhibits and a copy of the Exhibit List to:
  - (A) the other party; **and**
  - (B) the judicial assistant

--*within the deadlines as established by your pre-trial order or Florida rule.* IF NONE, then,  
--*at least **FIVE (5) BUSINESS DAYS** prior to the start of your trial or hearing.*
3. A completed Exhibit List and all proposed exhibits must be titled in the **PROPER MANNER AND FORMAT**—see below.

**Each exhibit shall identify (1) the party; (2) the party exhibit number; and (3) a short description of the exhibit.**

### **PARTY IDENTIFIERS:**

**M = Mother      F = Father**  
**W = Wife        H = Husband**  
**FW = Former Wife      FH = Former Husband**

### **FOR EXAMPLE:**

<b>(Party ID)</b>	<b>(Party exhibit number)</b>	<b>(Description of exhibit)</b>
↘	↓	↙
W	1	Financial Affidavit;
H	2	Tax Returns;
M	1	Text Messages from 12/20/17;
F	4	Photographs of car;
FW	1	Facebook Message;
FH	6	Bank Statement.

**FORMATS:** Acceptable formats to be emailed are **PDF, JPG, PNG, and MP4.**

No other file types will be accepted.

4. The exhibits **must be scanned and emailed** to the judicial assistant and all parties at least **FIVE (5) BUSINESS DAYS** prior to your hearing/trial. Include the case number, case name, and hearing/trial date in subject line.

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

**THE JUDICIAL ASSISTANT WILL NOT ACCEPT USBs WITH EXHIBITS; ALL EXHIBITS MUST BE EMAILED.** (If there is a size issue with attachments, separate the attachments and send multiple emails, indicating in the subject line—with case name/number/date—Email 1 of 3.)

5. **UNANTICIPATED REBUTTAL EVIDENCE** may be submitted during the Zoom hearing through the Chat-Files feature or Sharing Feature or be emailed during the hearing *with permission of the Judge*. Notwithstanding, all exhibits must be e-filed with the Clerk for safekeeping after the hearing/trial.
6. This procedure **does not modify or change the Court's Pretrial Order** that requires a pretrial meeting to exchange documents (10 days prior to docket call) and a pretrial statement listing all exhibits (7 days prior to docket call). Paragraph VIII states: *"The parties will be strictly limited to those exhibits and witnesses listed in the pretrial statement..."*
7. **NOTE:** Failure to serve your exhibits on the other side(s) and the judicial assistant **AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE HEARING/TRIAL DATE** shall result in exclusion of the exhibit and/or other appropriate sanctions.
8. **NOTE:** The party who is successful in admitting an exhibit is responsible for filing admitted exhibits with the Clerk through the e-portal within one (1) business day, POST-trial/hearing.