

EVIDENCE/EXHIBIT POLICY – VICTORIA L. GRIFFIN, Circuit Judge

UPDATED: August 12, 2022

EVIDENCE/EXHIBITS MUST BE PRE-MARKED. Contact the Clerk of Court, Domestic Relations/Family Division for the evidence template(s).

TWO (2) HARD COPIES OF ALL EVIDENCE/EXHIBITS, INCLUDING ELECTRONIC MEDIA, MUST BE SUBMITTED TO THE CLERK OF COURT, DOMESTIC RELATIONS/FAMILY DIVISION, AT LEAST TWO (2) BUSINESS DAYS PRIOR TO THE EVIDENTIARY HEARING/TRIAL.

Clerk of Court Domestic Relations/Family Division:

Mailing Address: PO Box 700, Fort Pierce, FL 34954 **Phone:** (772) 462-6910

FedEx/Physical Drop-Off: 201 S. Indian River Drive, Fort Pierce, FL 34950

DO NOT SUBMIT EVIDENCE/EXHIBITS DIRECTLY TO THE JUDGE’S OFFICE. THEY MUST BE SUBMITTED TO THE CLERK OF COURT OFFICE.

The Court WILL NOT review or consider any evidence/exhibit before it is admitted during the hearing. *You must send all of your evidence/exhibits and a copy of the Exhibit List to the other party 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. ONLY THE EXHIBIT LIST SHOULD BE E-FILED IN ADVANCE*

1. 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; (3) a short description of the exhibit.

PARTY IDENTIFIERS

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

EXAMPLE

PARTY ID	EXHIBIT NO.	DESCRIPTION
W	1	Financial Aff.
H	2	Tax Returns
M	1	Texts from 12/20/17
F	4	Photographs of car
FW	1	Facebook Message
FH	6	Bank Statement

2. **UNANTICIPATED REBUTTAL EVIDENCE** may be submitted as soon as the party becomes aware of its existence.
3. This procedure *does not modify or change the Court’s Pretrial Order* that requires a pretrial meeting **to exchange documents** and a pretrial statement listing all exhibits. *The parties will be strictly limited to those exhibits and witnesses listed in the pretrial statement.*
4. **FAILURE TO COMPLY WITH THIS EVIDENCE/EXHIBIT POLICY AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE START OF YOUR TRIAL OR HEARING SHALL RESULT IN THE EXCLUSION OF THE EXHIBITS AND/OR OTHER APPROPRIATE SANCTIONS.**