

EVIDENCE/EXHIBIT POLICY - MICHAEL C. HEISEY, Circuit Judge

UPDATED: September 21, 2021

Evidence/Exhibits must be pre-marked. Contact the Clerk of Court, Domestic Relations/Family Division for the evidence template(s). 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.

DO NOT SUBMIT EVIDENCE/EXHIBITS DIRECTLY TO THE JUDGE'S OFFICE

Clerk of Court Domestic Relations/Family Division: Phone: (772) 462-6910

Mailing Address: PO Box 700, Fort Pierce, FL 34954

FedEx, or physical drop-off: 201 S. Indian River Drive, Fort Pierce, FL 34950

The Court **WILL NOT** review or consider any evidence/exhibit before it is admitted during the hearing/trial. 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; and (3) a short description of the exhibit.

PARTY IDENTIFIERS:

M = Mother

W = Wife

FW = Former Wife

F = Father

H = Husband

FH = Former Husband

FOR EXAMPLE:

<u>PARTY ID</u>	<u>PARTY EXHIBIT NO.</u>	<u>DESCRIPTION OF EXHIBIT</u>
W	1	Financial Aff.
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

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 serve your evidence/exhibits on the other side(s) at least **five (5) business days** prior to the start of your trial or hearing shall result in exclusion of the exhibit and/or other appropriate sanctions.