

## **EVIDENCE/EXHIBIT POLICY**

### **Circuit Judge (Domestic Relations Cases: Division L-Z)**

Please submit courtesy copies of all evidence to the Office of the Judge via email at [SLCJUDGE8@circuit19.org](mailto:SLCJUDGE8@circuit19.org) prior to trial/evidentiary hearing - or in the alternative bring a paper courtesy copy to trial/evidentiary hearing - for the Court to review. ***You must send all of your exhibits and a copy of the Exhibit List to the other party at least five (5) business days prior to the start of your trial or evidentiary hearing. Only the Exhibit List should be e-filed in advance.*** 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 evidentiary hearing*. Contact the Clerk of Court, Domestic Relations/Family Division for the evidence template(s).

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Hard copies of all evidence/exhibits, including electronic media must be brought to the hearing/trial and pre-marked using the evidence template. Contact the Clerk of Court, Domestic Relations/Family Division for the evidence template(s). DO NOT submit evidence to the Clerk of Court, Domestic Relations/Family Division prior to the hearing/trial.

**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

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:**

(Party ID)	(Party exhibit number)	(Description of exhibit)
<input type="checkbox"/>	↓	<input checked="" type="checkbox"/>
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.

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. **NOTE:** Failure to serve your exhibits on the other side(s) **AT LEAST FIVE (5) BUSINESS DAYS PRIOR TO THE HEARING/TRIAL DATE** shall result in exclusion of the exhibit and/or other appropriate sanctions.