JUDGE COX'S EXHIBIT POLICY
FOR REMOTE HEARINGS & TRIALS

UPDATED 1/8/2024

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 parties; **and**

(B) the judicial assistant (whiteh@circuit19.org)

--*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 IDENTIFERS:

P = PLAINTIFF D = DEFENDANT

FOR EXAMPLE:

(Party ID)	(Party exhibit number)	(Description of exhibit)
P	1	Insurance Statement;
P	2	Contract dated 1-1-2024
P	1	E-Mail dated 1-1-2024;
D	4	Photographs of car;
D	1	Facebook Post;
D	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 **5 BUSINESS DAYS** *prior* to your hearing/trial**, along with a proposed order/final judgment in Microsoft Word format**. Include the case number, case name, and hearing/trial date in subject line.

COURT'S EMAIL: whiteh@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 5 BUSINESS DAYS PRIOR TO THE HEARING/TRIAL DATE** *shall result in exclusion of the exhibit, cancellation of your trial or hearing 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.