

## MEMORANDUM

TO: Trial Attorney(s)  
FROM: Circuit Civil Division – Hillsborough  
SUBJECT: Trial Exhibits

In order to expedite your trial, all exhibits must be “E-FILED” separately as a Notice of Filing as described in the General Civil Division Procedure **Administrative Order S-2015-016, paragraph 23**, prior to trial. There must be a cover sheet preceding the exhibit and it must contain the following information: CASE STYLE; CASE NUMBER, PLAINTIFF’S / DEFENDANT’S EXHIBIT #1, etc... (see sample below)

If exhibits are more than 25 megabytes, the exhibits must be stored on a Universal Serial Bus (USB) flash drive or compact disc and delivered to the courtroom clerk before the start of the trial.

If the parties are unable to agree on the use of electronically-stored exhibits, the parties must use paper exhibits. Paper exhibits will be used in all cases in which any party is self-represented.

### SAMPLE OF EXHIBIT COVER SHEET

JOHN DOE PLAINTIFF	CASE #15-CA-000000
vs	DIVISION G
JANE DOE DEFENDANT	
PLAINTIFF’S / DEFENDANT’S EXHIBIT #1	

**Immediately following will be your Exhibit**

In addition, the Exhibit List which can be found on the clerk’s website @ [www.hillsclerk.com](http://www.hillsclerk.com) under Courts- Circuit Civil must be completed. Please make sure the number on the exhibit cover sheet matches the number on your exhibit list. A sample of the Exhibit List for your information is on page 2.

Please email a courtesy copy of the **EXHIBIT LIST** in **word form** to [courtexhibitlist@hillsclerk.com](mailto:courtexhibitlist@hillsclerk.com)

**PLAINTIFF/DEFENDANT EXHIBIT LIST**

<b>Plaintiff</b>		<b>Case No:</b>	
<b>Plaintiff Attorney(s)</b>		<b>Division:</b>	
		<b>Bar #:</b>	
<b>Plaintiff Attorney Address</b>		<b>Bar #:</b>	
		<b>Trial Dates:</b>	
<b>vs</b>		<b>Verdict Date:</b>	
<b>Defendant</b>		<b>Deputy Clerk:</b>	
<b>Defendant Attorney(s)</b>			
		<b>Bar #:</b>	
		<b>Bar #:</b>	
<b>Defendant Attorney Address</b>			
		<b>Court Reporter</b>	
		<b>Bailiff</b>	
<b>Judge :</b>			

<b>EXH #</b>	<b>Description of Exhibits</b>	<b>Mrk'd</b>	<b>Admt'd</b>	<b>W/ or W/O OBJECTION LOCATION</b>
<b>1</b>	<b>Provide a Short Precise Description of the Exhibit</b>	<b>Leave Blank</b>	<b>Leave Blank</b>	<b>Leave Blank Leave Blank</b>
<b>2</b>		"	"	"
<b>3</b>		"	"	"
<b>4</b>		"	"	"

**Please follow the AO precisely when filing, marking and presenting your exhibits for Trial. This will help eliminate confusion and help your trial run smoother. Please have at least 2 COMPLETED exhibit lists available for the courtroom clerk the morning your trial begins.**