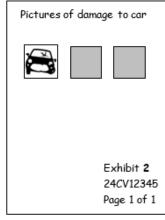
If you have exhibits (document, object, or video/audio recording) for use as evidence during your upcoming trial or hearing, it is important to follow the instructions below for guidance in preparing your exhibits.

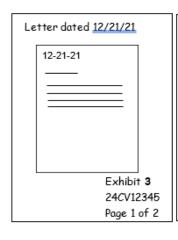
<u>STEP 1</u>: List the exhibit number, case number, and page number of each of your exhibits in the lower, right-hand corner.

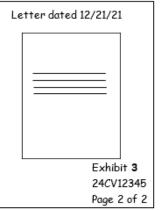
• If you are <u>Plaintiff</u> or <u>Petitioner</u> in the case, start with "Exhibit 1" and continue consecutively until all exhibits are labeled.

See examples below. Notice exhibit 3 has more than one page.



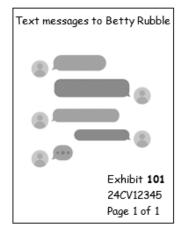


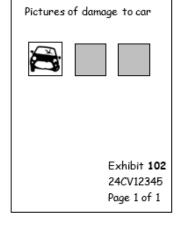




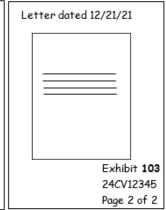
• If you are <u>Defendant</u> or <u>Respondent</u> in the case, start with "Exhibit 101" and continue consecutively until all exhibits are labeled.

See examples below. Notice exhibit 103 has more than one page.









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STEP 2: Complete an **Exhibit List/Index form** (see example below):

- Fill out the form with your specific case information, including the parties' names, case number, and date of your trial or hearing.
- List your exhibits in numerical order (beginning with 1 or 101) and give a brief description of the exhibits you've labeled.
- Be sure to include all exhibits: Document exhibits, physical object exhibits, and audio/video exhibits submitted on flash drives.

See example below.

IN THE CIRCUIT COURT OF THE STATE OF OREGON FOR THE COUNTY OF CLACKAMAS									
Wilma Plaintiff / P	100000000000000000000000000000000000000			BIT INDEX/LIST					
VS.) (ase no. <mark>2</mark>	1DR	00012	3			
Fred Flinstone) Defendant/ Respondent)									
date of hearing/trial: June 23, 2021									
EXHIBITS ON BEHALF OF (name): Wilma Flinstone									
Circle One Plaintiff / Petitioner Defendant / Respondent, Other									
Exhibit Number	Description		OFF	OBJ	RULING	STIP	REC'D	DATE	
1	Text messages to Bett	ty Rubble							
2	Pictures of damage to	car							
3	Letter dated 12/21/21								

<u>STEP 3</u>: Bring your exhibit index and labeled exhibits to your trial or hearing. For remote hearings, review the instructions on the Clackamas Court's website, on the Local Remote Hearings page. Exhibits for remote hearings must be electronically filed several business hours prior to the hearing.

Audio or video exhibits must be submitted on a flash drive.

- ✓ Make sure that there are no other files on the flash drive.
- ✓ Take the flash drive to the Records Dept., Public Service Center, 1st Floor. On the Kiosk, select Copies of Court Records.
- ✓ It is recommended that you do this <u>at least a day in advance of your hearing date</u> to ensure that a tech will be available to scan the drive for viruses.

Important Reminder: You must provide copies of each numbered exhibit and exhibit list for every party in your case. If you do not give a copy to every party, the judge may not be able to look at your exhibits during your hearing.

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