

Sample Chart: Local Court Rules

RULE	NOTES	COMPLETED
Trial Binders for Remote Hearings, Rule 5(e)(i)(a) & (c)	<ul style="list-style-type: none"> Exhibits must be marked using numbers for Petitioner and letters for Respondent. Example: If you are the Petitioner, you will mark your exhibits with numbers, starting at 1. Your first exhibit will be marked "Petitioner's Exhibit 1". 	<input type="checkbox"/>
Trial Binders for Remote Hearings, Rule 5(e)(i)(a)	<ul style="list-style-type: none"> Trial binders must be created using PDF 	<input type="checkbox"/>
Trial Binders for Remote Hearings, Rule 5(e)(i)(b)	<ul style="list-style-type: none"> The file name for the PDF must include the date of trial, followed by party designation (i.e. Petitioner or Respondent), followed by case number. Year and month shall be in 2 digits. For example: 01/15/22 -Petitioner's Trial Binder- Case No. D20-22222. 	<input type="checkbox"/>
Trial Binders for Remote Hearings, Rule 5(e)(i)(c)	<ul style="list-style-type: none"> There must be a page break between each exhibit 	<input type="checkbox"/>
Trial Binders for Remote Hearings, Rule 5(e)(i)(e)	<ul style="list-style-type: none"> Must submit an exhibit list with the binder. The exhibit list needs 4 columns: <ol style="list-style-type: none"> 1) The first column would state the exhibit number or letter 2) The second column should give a description of the exhibit. 3) The third column should give the PDF page number(s) of the exhibit. 4) The last column will be left empty. It will be used during the trial to show what exhibits were marked and admitted. 	<input type="checkbox"/>

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