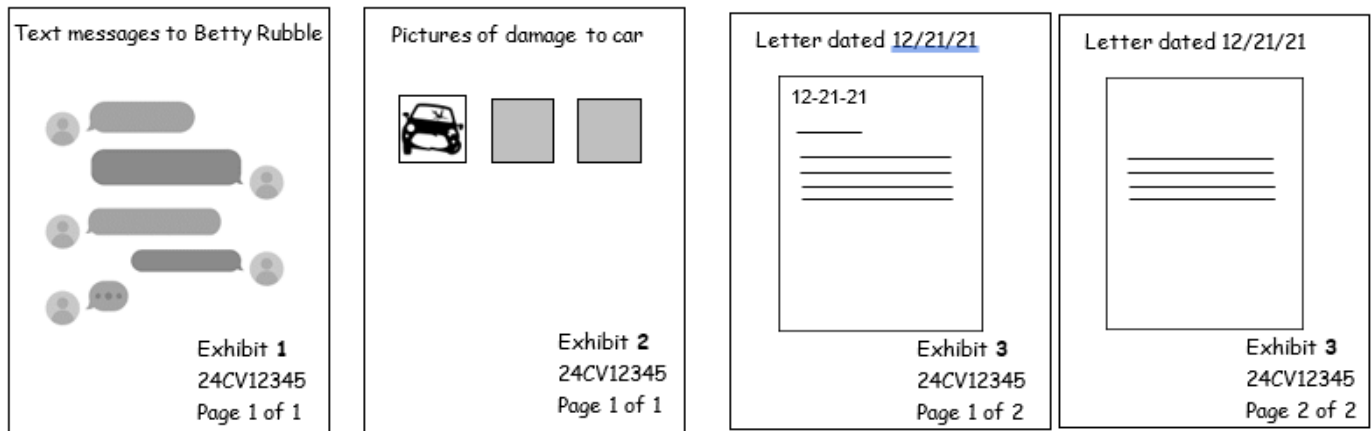


If you have exhibits (document, object, or video/audio recording) for use as evidence during your upcoming trial or hearing, it is important to follow the instructions below for guidance in preparing your exhibits.

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

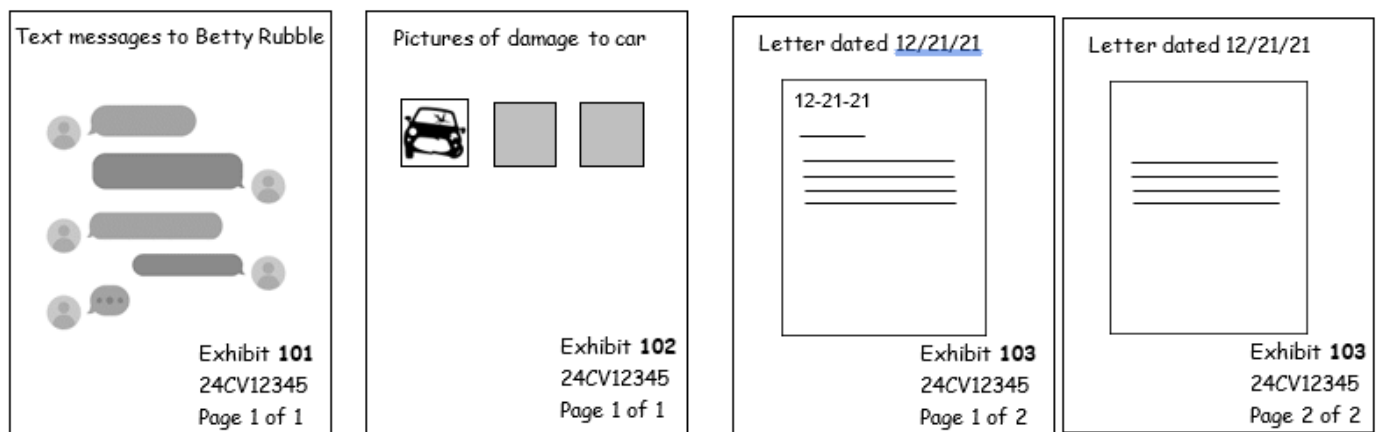
- If you are **Plaintiff or Petitioner** in the case, start with “Exhibit **1**” and continue consecutively until all exhibits are labeled.

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



- If you are **Defendant or Respondent** 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.



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 Flinstone Plaintiff / Petitioner)	EXHIBIT INDEX/LIST CASE NO. 21DR000123					
)						
vs.)						
)						
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							
		COURT USE ONLY					
Exhibit Number	Description	OFF	OBJ	RULING	STIP	REC'D	DATE
1	Text messages to Betty Rubble						
2	Pictures of damage to car						
3	Letter dated 12/21/21						

STEP 3: 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. Room 12, Ground floor.
- ✓ It is recommended that you do this at least a day in advance of your hearing date 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.