



SHARON R. BOCK
Clerk & Comptroller
Palm Beach County

**OFFICE OF THE
CLERK OF THE CIRCUIT COURT**

Please respond to:
Fifteenth Judicial Circuit - Palm Beach County
Circuit Civil Division- P.O. Box 4667- West Palm Beach, FL 33402-4238
(561) 355-2986

CIRCUIT CIVIL PRE-MARKING GUIDELINES

1. An updated, legible, and specific exhibit list MUST be provided to the trial clerk on the first day of trial.
2. **EXHIBIT LIST REQUIREMENTS:**
 - A. Place a numbered sticker on the top right hand corner of the front of each exhibit clearly identifying *Plaintiff* or *Defendant*. (Can be obtained in any Office Supply store).
 - B. On the bottom center of each exhibit, place an Exhibit Tag/Template (see attached tag/template form).
*Use Avery labels 22805 which can then be adhered to the page.
(Template can be scanned onto Avery Labels or any colored paper.)
 - C. **The exhibit tab must be filled out completely and legibly.**
 - D. The exhibit list must be numbered sequentially.
 - E. Any exhibit(s) with multiple sections should be designated by number and letter; i.e. 1a, 1b, 1c, etc.
 - F. Exhibit list which states “all”, “any” and “any and all” are not accepted.
 - G. Loose photographs are NOT accepted. Photos MUST be individually marked and mounted.
 - H. **Exhibits MUST be bound; i.e. stapled, Acco-type fasteners, etc. Binders, clips, and rubber bands ARE NOT ALLOWED.**
 - I. All exhibits that will be entered into evidence must be pre-marked using the Tag/Template.
Deposition(s) and Pleading(s) are NOT marked as exhibits, EXCEPT:
 1. when the party would like the court to take judicial notice of any document or pleading; or
 2. the document or pleading is published to the jury.

These exhibits must be marked for ID by using the Tag/Template.

- J. Large demonstrative boards to be placed into evidence must be accompanied by a smaller version.

If you have any questions, please do not hesitate to contact the Clerk's office at (561) 355-2986.