



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 back of each exhibit, place an Exhibit Tag/Template (see attached tag/template form) Either
 - i. Make copies of the exhibit tag(s) and tape one tag on the back of each exhibit, or
 - ii. Use Avery labels 5164 which can then be placed 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 lists which state “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
 - i. Deposition(s) and Pleading(s) are NOT marked as exhibits, EXCEPT, When any document or pleading that the party would like the court to take judicial notice of, or is published to the jury. These exhibits must be marked for ID by using the Tag/Template.
 - J. Large demonstrative boards that you want placed into evidence must be accompanied by a smaller version.

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