

THURSTON COUNTY CLERK'S OFFICE - PROTOCOL
EXHIBIT PREPARATION & OTHER INSTRUCTIONS

1. Your original exhibits must be in proper form (see #8 below), and are required to be given to the Clerk's Office by noon 2 court days before the week of trial (or sooner), along with a business card or hand-written contact information for the person who submitted the exhibits.

*Please note that, absent a court order, you will not receive your original exhibits back until the conclusion of the case, including any appeal periods.

2. You must also provide a copy of your exhibits to Court Administration, and to each party in the case, by noon 2 court days before the week of trial. Please be sure to keep a copy for yourself for use during trial.
3. When delivering your exhibits to the Clerk's Office, be sure to let the Clerk's Office know they are trial exhibits. They do not get filed in your case.
4. Identify your exhibits by using the Exhibit List on the Clerk's website at:

<https://www.thurstoncountywa.gov/clerk/Pages/forms-available.aspx>

Your Exhibit List MUST be in WORD FORMAT and MUST be e-mailed to County_Clerk@co.thurston.wa.us by noon 2 court days before the week of trial. Once all Exhibit Lists have been received, they will be combined into one document prior to the start of the trial.

5. Plaintiff/petitioner(s) shall number their exhibits from 1 through 500, starting with number 1. If you will be submitting more than 500 exhibits, you must notify the other party and the Clerk's Office by email at County_Clerk@co.thurston.wa.us to receive instructions on how to proceed.
6. Defendant/respondent(s) shall number their exhibits, starting with 501. If it is known or anticipated that Plaintiff/Petitioner will exceed 500 exhibits, you must notify the other party and the Clerk's Office by email at County_Clerk@co.thurston.wa.us to receive instructions on how to proceed.
7. Each exhibit shall be stapled or clipped separately.
8. Electronic Exhibits such as CD's, VHS tapes, USB Drives or any other type of electronic device, it is the responsibility of the party submitting to provide the equipment in which to play/view in open court during your hearing/trial.

9. Paper exhibits exceeding 20 exhibits shall be placed into 3-hole binders with corresponding tabs.
10. Any paper Exhibits presented in court shall be 3-hole punched, stapled, or clipped separately and have corresponding numbered tabs provided.