

Thurston County Clerk's Office  
Exhibit Preparation and Other Instructions

### Submitting Exhibits

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- 1) Original exhibits must be in proper form (see instructions below) and are required to be submitted to the Clerk's Office by **noon, 2 court days before the week of trial or noon, 2 court days before your scheduled hearing**. An Exhibit List and **signed Stipulation and Order for Return of Exhibits** must accompany your submitted exhibits. Please note that exhibits do not get filed in your case. Absent a court order, you will not receive your 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 or scheduled hearing. Reminder to keep a copy for yourself as well.
- 3) Your Exhibit List MUST also be in Word Format and MUST be emailed to [TCCLerk@co.thurston.wa.us](mailto:TCCLerk@co.thurston.wa.us) by **noon, 2 court days before** the week of trial or scheduled hearing. Once all exhibit lists are received by the Clerk, they will be combined into one document prior to the start of trial/hearing.

**Electronic Exhibits such as CD's, 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 trial/hearing.***

### Proper Form

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- 1) Each Exhibit shall be marked, tabbed, and stapled or clipped individually.
  - a. Plaintiff/Petitioner exhibits shall be numbered 1-500.
  - b. Defendant/Respondent exhibits shall start with number 501.

***If Petitioner/Plaintiffs exhibits exceed beyond 500 exhibits, please contact the Clerk's Office at [TCCLerk@co.thurston.wa.us](mailto:TCCLerk@co.thurston.wa.us) to receive instructions on how to proceed, then you must notify the other party.***

- 2) Paper exhibits exceeding 20 pages shall be placed into a 3-hole binder with corresponding tabs
- 3) Identify your exhibits by using the Exhibit List available on the Clerk's Website.

<https://www.thurstoncountywa.gov/departments/county-clerk/exhibits>

Exhibit List

Stipulation and Order for Return of Exhibits

Receipt for Unused Exhibits