EXHIBIT PROTOCOL FOR COURT USERS

1. Exhibit(s) must be accompanied by a description list.

    a. Description list must have a case number, the name of the party presenting exhibit(s), indication of the party's title (i.e. petitioner, respondent, plaintiff, defendant etc…) and the court date when the exhibit(s) will be used.
    b. Description list must numerically list each exhibit.
    c. Description list must briefly describe each exhibit.

2. Exhibit(s) must be clearly defined and separated, stapled/paper clipped and numbered according to description list.

3. Exhibit(s) must be presented in a timely manner.

    a. For 10 exhibits or less – allow three (3) working/court/business days prior to court date/use of exhibit(s).

    b. For 11 to 25 exhibits – allow six (6) working/court/business days prior to court date/use of exhibits.

    c. For 26 to 60 exhibits – allow ten (10) working/court/business days prior to court date/use of exhibits.

    d. For 61 or more exhibits – allow fifteen (15) working/court/business days prior to court date/use of exhibits.

**** PLEASE NOTE THAT ALL EXHIBITS MUST BE FILED AT THE FLORENCE OFFICE ONLY ****

PINAL COUNTY JUSTICE COMPLEX

971 N. Jason Lopez Circle Bldg. A
Florence, AZ 85132
520.509.3555

Arizona Superior Court – Pinal County
Exhibits List
REBECCA PADILLA, Clerk of Superior Court

Name: _____)
(P) Petitioner / Plaintiff
(person who opened case)

Name: _____)
(D) Respondent / Defendant

)

Case Number: _____

HON. Judge: _____

Trial Date: _____

Date Given to COSC _____

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Arizona Superior Court – Pinal County
Exhibits List
REBECCA PADILLA, Clerk of Superior Court

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