

Santa Barbara County Superior Court
[Judicial Officer's Name Here]

Instructions for preparing the exhibit packet for remote hearings

- 1) Hard copies of all exhibits must be delivered to the Court at least three business days prior to the scheduled hearing or trial. Exhibits must be organized in the order they are listed on the Exhibit List.
- 2) The first page of the exhibit packet shall be the Exhibit List. The Exhibit List shall list (in numerical order) the number of the exhibit, the type of exhibit, and a brief description of the exhibit. Parties may print or download the Exhibit List form (SC-1043) from the court's website. The form is located on the Forms & Filing tab, Local Court Forms, under General Forms. <https://www.sbcourts.org/ff/local-forms.shtm>.

Petitioner/Plaintiff shall use [numbers 1 – 200]. Respondent/Defendant shall use [numbers 201 – 400]. If either party has more than 200 exhibits, they must contact the court department for numbering instructions at [secretary's phone number].

a. For 5 or less exhibits, with the total number of pages of all exhibits combined, not exceeding 25 pages: Each exhibit shall have a divider sheet in front of the actual exhibit. (If the number of pages exceeds 25, follow the instructions in b.) The divider sheet shall be blank except for the exhibit number displayed at the bottom. Example shown below.



- b. For more than 5 exhibits, Exhibit packets shall be assembled in an exhibit binder, using numbered tab pages before each exhibit.
- 3) Parties shall exchange their Exhibit List and their proposed exhibits, organized as in # 2 above, by providing to the other party, copies of the exhibits submitted to the court, at least five business days prior to the scheduled hearing or trial, unless a different date is set by the court. Copies may be provided in their physical form, or may be sent electronically to opposing counsel. Copies may be provided in their physical form, or may be sent electronically to a self-represented party who consents to electronic delivery of the exhibits, at their verified e-mail address.
 - 4) During the hearing, Parties must be prepared to display exhibits on screen to testifying witnesses who appear remotely.
 - 5) If the court grants leave to offer additional exhibits during the hearing or trial, the following procedure must be followed:

The party offering the exhibit shall ensure the exhibit is readily available in electronic form, prepared using Adobe portable document format (commonly known as .pdf), for transmission to the court. Each exhibit must be a separate .pdf file. **The .pdf file shall be named in the following manner:**

Case number-Case caption-Party role-Exhibit number-Brief description of exhibit

Example:

20CV00001-ACME Products vs Brown Transportation-Plaintiff-Exhibit 23-Delivery log 1-15-2020

If the additional exhibit consists of **5 pages or less**, the court clerk will print a black & white copy of the exhibit and mark the exhibit next in order from the proffering party. If this black and white copy needs to be supplemented with a hard copy of the actual exhibit, the attorney or proffering party shall deliver the original hard copy exhibit to the Court **immediately upon conclusion of the hearing**. The clerk will attach the original to the black and white copy used during the hearing.

If the exhibit consists of **more than 5 pages**, the court clerk will print a black & white copy of the face page only, and the proffering attorney or party shall deliver the complete original hard copy exhibit to the Court **immediately upon conclusion of the hearing**.

See the section below for delivery of exhibits to the court.

- 6) Electronic evidence such as CDs, DVDs, and other media will not be downloaded or duplicated by the Court during the hearing.
- 7) The Court will retain all physical exhibits at the end of the hearing, unless the parties stipulate and the court orders the exhibits be returned to the respective parties in accordance with CCP 1952.

DELIVERY OF EXHIBITS TO THE COURT

Hard copy exhibits must be received by the court at least 3 business (court) days prior to the hearing or trial date. The following methods are acceptable for delivery of exhibits to the court:

1. **Drop Box.** Using an envelope, with one side not wider than 10 inches, the submitting party may place the original exhibits with the exhibit list, organized as stated in #2 of the instructions for preparing the exhibit packet section, in a sealed envelope, **labeled with “EXHIBITS”, the submitting party’s name, case name, case number and the hearing date. In the event multiple envelopes are needed, the exhibit list for each packet shall identify only the exhibits contained in that packet.**

Santa Maria: Deposit the sealed envelope into the drop box located at the front of the Civil Clerk’s Office at 312 E. Cook Street, Santa Maria. The drop box is available 24 hours.

Santa Barbara: Deposit the sealed envelope into the CIVIL drop box located at 118 E. Figueroa Street, Santa Barbara. The drop box is located just inside the glass doors, before the weapons screening station. The drop box is available between 8:00 a.m. and 4:00 p.m. Monday through Friday, except court holidays.

2. **Delivery in-person at the courthouses.** Exhibit packets must be **received by the court** at least 3 court days prior to the hearing or trial date. Packets must be labeled with the case name, case number, date of hearing, the court department, and the party name.

Santa Maria courthouse only: Monday through Friday, excluding Court holidays

Exhibits organized as stated in #2 of the instructions for preparing the exhibit packet section, may be brought to the courthouse and delivered to the department secretary. **Arrangements must be made in advance.** Contact the department secretary at the number below. The submitting party or their designee must go through weapons screening at the Miller Street side of building G, wear a face covering, and submit to a temperature check. Once admitted into the lobby of Building G, the delivering party must call the department and notify the secretary of their arrival. The secretary or their designee will meet the party in the lobby of building G and receive the exhibit packet.

Phone numbers for Depts. SM 2, SM 3, and SM 10: 805-614-6500

Dept SM 4: 805-614-6515

Santa Barbara courthouse only: Monday through Friday, excluding Court holidays

Exhibits organized as stated in #2 of the instructions for preparing the exhibit packet section, may be brought to the courthouse and delivered to the Court Administration Office located on the 2nd Floor of the Figueroa building. The Administration Office is open from 8:00 a.m. – 12:00 p.m. and from 1:30 p.m. – 4:30 p.m. The submitting party or their designee must go through weapons screening at the Figueroa Street building, wear a face covering, and submit to a temperature check. Please inform the security guard that you are delivering exhibits. Once admitted into the building, go to the Administration Office on the 2nd floor and deliver the exhibit packet to the court secretary.

Lompoc courthouse only: Tuesday, Thursday, and Friday only, excluding Court holidays.

Exhibits organized as stated in #2 of the instructions for preparing the exhibit packet section, may be brought to the courthouse and delivered to the Clerk's Office between 8:00 a.m. and 3:00 p.m. The submitting party or their designee must go through weapons screening, wear a face covering, and submit to a temperature check. Please inform the security guard that you are delivering exhibits. Once admitted into the building, call 805-737-5444 to notify the clerk of your arrival. The clerk or their designee will meet the party in the lobby and receive the exhibit packet.

- 3. USPS Mail/Overnight Mail/FED EX/UPS:** Exhibit packets must be **received by the court** at least 3 court days prior to the hearing or trial date.

Use an interior envelope with the labeling instructions as mentioned in # 1 of this section. The Clerk's Office is open on regular court business days for acceptance of delivered mail. You must ensure your selected carrier can deliver the package between 8:00 a.m. and 3:00 p.m. It is recommended you use a carrier that provides tracking service.

Santa Maria: Send to: Santa Barbara County Superior Court Clerk's Office: 312-C E. Cook Street, Santa Maria, CA 93454

Santa Barbara: Send to: Santa Barbara Superior Court Clerk's Office, Attn: Civil: 118 E. Figueroa Street, Santa Barbara, CA 93101

Lompoc: Send to Santa Barbara Superior Court Clerk's Office, Attn: Civil: 115 Civic Center Plaza, Lompoc, CA 93436

IMPORTANT

DO NOT include any ex parte correspondence to the judge with your exhibits submission. Any ex parte communication submitted will not be read or considered. You must present your arguments at the trial.