

memorandum

November 22, 2002
Revised: January 29, 2003

DOCKETING STANDARDS FOR EVIDENCE

For ease in offering evidence in the courtroom and to provide continuity on the dockets, the following docket standards have been established. The docket events have been modified to assist in this process.

Documentary Evidence: Exhibits / Affidavits / Declarations

1. *Do NOT* attach evidence to a Certificate of Service, Exhibit List, Notice of Intent to Offer Evidence or Index of Evidence. Each item of evidence to be offered should be docketed separately. Any supporting documents to the item of evidence to be offered may be docketed as attachments to the evidence, but must have an informative description.

Example - an affidavit with supporting documents. The supporting documents will be docketed as attachments to the affidavit with the attachments being described as promissory note, bank statement, deed of trust, appraisal, etc. Do not name attachments to the evidence as Exhibit 1 without a more detailed description. See example of Docket Entry Examples below.

2. The docket text should be in the following format:
Exhibit: *[description of exhibit]* in support of *[motion or objection]* (additional text may be added for further clarification). If the exhibit is an affidavit or declaration, the affiant should be identified. Example: Affidavit of *[affiant]* in support of *[motion or objection]*.
3. Items will be offered in court by the court's document number.
4. It is further recommended that evidence lists (Exhibit Lists, Notice of Intent to Offer Evidence and Indexes of Evidence) be docketed *after* the actual exhibits allowing parties to reference the court's document numbers in their Exhibit Lists.

Docket Entry Examples:

Docket Text: Final Text

Affidavit of Jane Doe in Support of Objection to Motion for Relief. Filed by Patricia Dugan (related document(s)[4]). (Attachments: # (1) Exhibit Promissory Note# (2) Exhibit Deed of Trust) (Scheibatty, Patty)

Docket Text: Final Text

EXHIBIT - Bank Statement in Support of Motion for Relief. Filed by Patricia Dugan (related document(s)[3]). (Scheibatty, Patty)