

## INSTRUCTIONS FOR SUBMITTING EXHIBITS FOR TRIALS AND/OR EVIDENTIARY HEARINGS

### EXHIBITS/EVIDENCE MUST BE SUBMITTED AT LEAST

**3 DAYS<sup>1</sup> PRIOR TO TRIAL FOR FAMILY CASES- 5 DAYS FOR CIVIL CASES**

- Exhibits/Evidence to be considered for your Hearing or Trial may now be filed directly through the E-Portal.<sup>2</sup>
- Separately mark each e-filed exhibit **ON THE BOTTOM RIGHT HAND CORNER** as “Petitioner’s Exhibit A, B, C ....or “Respondent’s Exhibit A, B, C...” as appropriate.
- Each exhibit is to be e-filed as a separate attachment (do not include a cover page).
- Exhibits to be submitted for Evidence must be e-filed as instructed, even if the document is currently filed.
- Please file an Exhibit’s List, which itemizes the exhibits that have been filed for reference. Documents and Exhibits not e-filed in a timely fashion may not be considered by the Court
- EXHIBITS MUST BE COPIED TO OPPOSING COUNSEL/PARTY AND AGREED TO IN ORDER TO BE ENTERED AS EVIDENCE.
- Exhibits that cannot be e-filed (i.e., videos, flash drives, etc..) must be included on the exhibits list (and properly marked) and mailed directly to the Clerk of Court at least 5 days prior to your Trial/Hearing.
- Any case law to be reviewed by the Court may also be e-filed directly through the e-portal at least 5 business days prior to your Hearing/Trial.
- If you are unable to e-file, please contact the Clerk of Court and set an appointment for the Clerk to properly ID your Exhibits.
- Do not mail Binders- if the document has been filed, the court will be able to view

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<sup>1</sup> Business days, not calendar days.

<sup>2</sup> The E-filing portal is free option to file documents directly into your case/ This option is free of charge and may be accessed at: <http://www.myflcourtagency.com>. A tutorial may be found on YouTube under “Florida Courts E-portal”.