

EVIDENCE SUBMISSION FOR VIRTUAL HEARINGS

- A. No later than **5 days** in advance of any hearing all parties must submit to the Court, documentary, and photographic evidence, consisting in total of one hundred (100) pages or less as an attachment to an email forwarded to atolley@jud10.flcourts.org and copied to all parties. **Any evidence submissions that exceed one hundred (100) pages must be delivered either in person to the Clerk of Courts mailroom or by an alternate delivery service.**
- B. Each submitted item **MUST** be pre-marked with a Court approved evidence label.
Example: Case #: _____, Party _____ Submitting: _____
Exhibit #: _____ Admitted: _____ Excluded: _____, Date: _____
Judge's Initial: _____
- C. **Following the hearing, documentary and photographic evidence will be printed by the court or the clerk and forwarded to the evidence vault in the Clerk's office. Any evidence submitted to the Court that is not marked with the appropriate label will NOT be accepted.**
- D. Physical objects, including digital storage media, will not be accepted by the Court without express preauthorization based upon good cause. A party seeking to submit physical objects to the Court must contact the Court prior to delivery.
- E. Audio-video evidence should be transmitted to the Court as a digital file attached to an email or by file-sharing. For information on submitting such evidence, please email 10thVirtualCourtSupport@jud10.flcourts.org, or call (863) 534-7788.
- F. The digital marking and provisional receipt of audio-video evidence will be noted by the Court on the record during the hearing. Such evidence will not be taken into custody by the Clerk of Courts until such time as it is determined that receipt of media storage from court participants is consistent with public health recommendations. Upon taking physical custody of media storage, the Clerk will note the date possession is taken *nunc pro tunc* to the date of the hearing.