

How to Submit Exhibits

Definition: A paper, document, photograph, audio or video recording, or any other item offered as an exhibit to the Court during a trial, hearing or attached to a pleading to provide proof of facts or connection with subject matter, which is marked and made part of the court record.

The Plaintiff / Petitioner will write in the top right corner on each exhibit the case number and **numbered** exhibit. The Defendant / Respondent will write in the top right corner on each exhibit the case number and **lettered** exhibit (Example: **21DR0000 Exhibit 1, 2, 3**, etc. or **21DR0000 Exhibit A, B, C**, etc.)

Exhibits are commonly filed along with a pleading or filing. Each exhibit should be clearly marked with the case number in the top right corner and labeled for easy reference.

(Example: **21DR0000 Exhibit 1, 2, 3**, etc. or **21DR0000 Exhibit A, B, C**, etc.)

You will write this in the top right corner of your exhibit

Case number: 21DR0000, Exhibit 1

ACCOUNT STATEMENT

Date : April 1 through April 30

A.c No : 9876543210

Statement : ABCD12345

BANK NAME
Street Address
City, State 54321

Account Summary

Bill To:

Exhibits - Submitted for Virtual Trial or Hearing

Please fill out an “Exhibit List” summarizing the exhibits you plan to present at the hearing. Make sure to fill out the “Certificate of Service” portion at the bottom, as proof you provided copies of your exhibits to any other party in the case. Submit the Original “Exhibit List” along with your correctly marked exhibits to the court. Each exhibit shall be a separate file and labeled according to the party’s role in the case. (see above)

Exhibits - Submitted for In-Person Trial or Hearing

The following procedures apply if exhibits are to be filed prior to a trial or hearing. Exhibits must be admitted into evidence for the court to consider that information in making its decision. You may present your exhibits in an Exhibit Book (binder with documents clearly labeled for quick reference). Each exhibit shall be a separate file and labeled according to the party’s role in the case. (see above) Prepare at least 4 copies (one for yourself, any opposing party, the witness, and the original for the court).

- **Audio, video, and other evidence that cannot be submitted in paper format must be submitted on a separate device (ex- USB drive). You must obtain permission from the division overseeing your case before such items can be accepted by the Clerk’s Office.**
- **These are general guidelines only. Please review any procedural orders carefully or contact the division for more details.**
- Find information on presenting evidence at <http://www.coloradolegalhelpcenter.us/evidence>