

Rule 3.07 | EXHIBITS

(a) LABELING. Before a trial or an evidentiary hearing, each party must obtain exhibit labels from the clerk or the court's website and label each exhibit.

(b) LISTING. Before a trial or an evidentiary hearing, each party must deliver an exhibit list to each opposing party and deliver three copies of the exhibit list to the judge. The list must sequentially list and briefly describe each exhibit.

(c) PROVIDING IN ELECTRONIC FORM. At the end of a trial or an evidentiary hearing, each party must deliver to the clerk an electronic version of (1) each documentary, audio, or video exhibit and (2) a photograph or reproduction of each non-documentary tangible exhibit.

(d) MAINTAINING. During and after a trial or an evidentiary hearing, the clerk must maintain custody of each exhibit unless:

(1) a law enforcement agency or party retains custody of the exhibit because the exhibit is sensitive, dangerous, or of high value or

(2) the clerk temporarily releases the exhibit to a judge, a judge's staff, or a court reporter.

(e) DOCKETING. The clerk must enter into the electronic record:

(1) each documentary, audio, and video exhibit admitted into evidence during a trial or evidentiary hearing and

(2) a photograph or reproduction of each non-documentary tangible exhibit admitted into evidence during a trial or evidentiary hearing.

(f) EXCEPTION. Neither (c) nor (e) applies to pornography.

(g) RETRIEVING. Within ninety days after a case is closed and all appeals exhausted, the party who tendered a tangible exhibit must retrieve the exhibit from the clerk. The clerk may destroy a tangible exhibit not timely retrieved.