



### Submitting Exhibits

1. Any Exhibits you wish to have considered must be submitted to the Court, at least one - two days prior to your Court Date. Exhibits can be submitted one of the following ways: US Mail, dropped off in person (in the drop box), or you may email your Exhibits to [court.exhibits@chandleraz.gov](mailto:court.exhibits@chandleraz.gov) (You can submit digital files or hard copies)
2. Keep in mind any Exhibits you submit to the Court **will not be returned to you.**
3. Digital files (audio, video, etc) can be submitted to the Court via: CD, DVD or USB Flash Drive. Please be certain it does not have other files or information on it, other than the Exhibits you wish to present.
4. All Exhibits must be marked/saved individually and named as Exhibit 1, Exhibit 2, etc. The Judge will refer to your Exhibits this way during the Hearing.
5. If you are dropping off or mailing your Exhibits --- make sure your name and case number are easily identifiable, so we can be certain they get placed with the correct file.
6. If you are emailing your Exhibits, save them individually and name the attachments "Exhibit 1, Exhibit 2, etc." Also be sure to put your case number, name and date of your hearing in the email. The subject line should read as follows: "Exhibits for case \_\_\_\_\_"
7. If emailing your Exhibits, they **MUST** be submitted as attachments. The Court will not accept screenshots that are directly pasted into an email. (Acceptable formats include: pdf, jpg and jpeg, doc and docx, xls and xlsx and wma, mp3, mp4, m4a, mov, pptx)
8. If you are bringing a video that was recorded on a surveillance system, please keep in mind that it may not be compatible with our current video reproduction software due to intellectual property licensing limitations; consider exporting the media to a valid format listed above or bring still images / screenshots extracted from the video.
9. The Court will **not** view images or listen to audio directly from a phone or any other device

### Submitting a Witness List for Virtual Hearings

1. Provide the Court with a list of witnesses along with a phone number and email address for each potential witness
2. Advise witnesses of the date and time of the hearing
3. Witnesses must be available for the duration of the hearing
4. The Court will send individual email invitations to the witnesses during the virtual hearing, when/if their testimony is requested/needed
5. This is a virtual hearing; therefore, witnesses must have a computer or smartphone with webcam