**Submitting Exhibits for Protection Order Hearings**

1. **Exhibits for Protection Order Hearings are due no later than noon, 2 court days before your hearing.**
2. Original exhibits **must** be in proper form (see instructions below) and are required to be submitted to the Clerk’s Office. The Clerk’s office does not accept exhibits via email or e-file.
3. An Exhibit List, Stipulation and Order for Return of Exhibits and Receipt for Unused Exhibits, **must** accompany your exhibits at the time of submission. Wait to sign these forms as they will be signed in court.
4. You **must** also email your Exhibit List in Word format to [TCClerk@co.thurston.wa.us](mailto:TCClerk@co.thurston.wa.us)

An Exhibit List template in Word format is available on the Clerk’s Website under:

<https://www.thurstoncountywa.gov/departments/county-clerk/exhibits>

1. Provide a copy of your exhibits, (including digital exhibits, USB/Flash drives) to each party in the case and remember to keep a copy for yourself. It is helpful to provide an additional copy of exhibits to Court Administration two days before your hearing.

Digital Exhibits (USB Drives/Flash Drives)

The judicial officer views digital exhibits (USB/Flash drives) in their office (chambers) before the hearing whenever possible.

Proper Form

1. Paper exhibits shall be stapled or clipped individually.
2. If your exhibits exceed 20 pages, those shall be placed into a 3-hole binder with corresponding tabs.
3. Exhibits shall be numbered as follows:

* Plaintiff/Petitioner exhibits shall start with number 1-500\*.
* Defendant/Respondent exhibits shall start with number 501.
* Additional Respondent exhibits shall start with number 601.

\*If Plaintiff/Petitioner exhibits exceed 500, please contact the Clerk’s Office at [TCClerk@co.thurston.wa.us](mailto:TCClerk@co.thurston.wa.us) for further instructions.

*Take Note! Exhibits do not get filed in your case. Absent a court order, you will not receive your exhibits back until the conclusion of the case, including any appeal periods.*