**Submitting Exhibits for Trial**

1. **Exhibits for Trials are due no later than noon, 2 court days before the week of trial.**
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. You **must** provide copies of your exhibits (including digital exhibits USB/Flash drives) to each party in the case **AND** deliver bench copies to Court Administration. Remember to keep a copy for yourself.

Digital Exhibits (USB Drives/Flash Drives)

It is the responsibility of the party submitting digital exhibits to provide equipment with which to play/view in open court during your trial.

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.*