

**JUDGE LISA R. RODRIGUEZ  
DEPARTMENT 904  
EVIDENTIARY HEARING/TRIAL REQUIREMENTS**

The Court requires a trial notebook (notebook may be joint or individual) be prepared and submitted. It must include the following:

1. Trial/Evidentiary Hearing Brief
2. Pre-marked exhibits (Petitioner should use **numbers** for their exhibits – pink tags; Respondent should use **letters** for their exhibits – yellow tags)

Try to eliminate duplicative exhibits. Exhibits should be individually marked. If an exhibit has multiple pages, Bates-stamp the individual pages. If you are submitting photographs, each photograph should have an individual exhibit number.

If the hearing is going to be conducted via Microsoft Teams, please submit any impeachment evidence in a sealed envelope prior to the hearing at the same time as the trial brief and pre-marked exhibits.

3. Exhibit List - grid format – see below for example
4. Witness List\*

**NOTE: 2 trial notebooks are required - One for the Court and one for the clerk.**

**\*Witnesses:** If the hearing is conducted on Microsoft Teams, please ask any witness logging into the hearing on a computer to note their name and their status as a witness, e.g, First Name Last Name (Witness). All witnesses will be kept in the virtual lobby until they are called. If the witness is calling in on Microsoft Teams by telephone, then upon advising the court of their status as a witness, they will be asked to leave the meeting and call back in, so they can remain in the virtual lobby.

**Court Reporters:** Please see the court’s website regarding reporters and fees.

The above are requirements being imposed by the court to aid in the court’s preparation and efficiency in addressing long cause hearings/trials. While the court does expect parties to comply with these requirements, sanctions will not be imposed by the court for noncompliance.

**Exhibit list example:**

PTNR #	Marked	Rec'd	Description	RESP #	Marked	Rec'd	Description
1			Photo	A			2010 Bank Statement from Bank of America
2			2008 Tax Return	B			Work Schedule
3			Pay stubs	C			List of household furnishings

**EXHIBIT TAG EXAMPLE:**

Ptnr's Ex <u>1, 2, 3</u>
<b>D 123456</b>
Rec'd _____
Dept ____ Clk ____

Resp's Ex <u>A, B, C</u>
<b>D 123456</b>
Rec'd _____
Dept ____ Clk ____