

## Exhibit Protocol

### Hon. Megan A. McCoy, Judge Division 1

*The Court adopts the following protocol regarding evidence in Division 1:*

Mohave County Superior Court is utilizing a Digital Evidence Portal (CaseCenter) for the storage and presentation of evidence.

If any party wishes to have exhibits marked to be used as evidence in a hearing or trial in this division, they must contact the Clerk's Office by emailing [MohaveDE@courts.az.gov](mailto:MohaveDE@courts.az.gov) to obtain the link to upload and review their exhibits.

Exhibits must be uploaded into CaseCenter at least three days prior to an evidentiary hearing or trial to the Court and at least five days prior to a jury trial. For any objects which will be physical exhibits, there must be a placeholder exhibit in CaseCenter (usually a photograph of the object). In addition to exhibits, any item which a party may use to impeach a witness or may use for demonstrative purposes should also be uploaded into CaseCenter.

An upload into CaseCenter digital evidence portal will **NOT** be considered disclosure. The parties must still comply with all disclosure deadlines.

The Court notes that some exhibits take longer to display in CaseCenter. If an exhibit has too many pages, it might slow the presentation of evidence. Additionally, there are some kinds of video which buffer significantly and do not play well. ***It is the obligation of the parties to ensure that the exhibits can be properly presented utilizing CaseCenter and the technology available in the courtroom.***

Parties who are not familiar with CaseCenter or have issues regarding the presentation of specific exhibits are encouraged to email the Clerk's office at [MohaveDE@courts.az.gov](mailto:MohaveDE@courts.az.gov) for questions about submission and presentation of evidence as soon as possible.