

**PROTOCOL FOR  
EVIDENTIARY HEARINGS AND TRIALS  
Division 37  
Judge Jeffrey L. Ashton**

Five days before the trial/hearing:

- 1- Make certain all exhibits that have been listed and will be used at trial/hearing are Bates stamped on each page and pre-marked (evidence tag).
- 2- Provide a copy of the exhibit, with the Bates-stamp on it, to opposing counsel or *prose* litigants and **the Court**. The copy with the Court, if admitted, will become the actual exhibit.
- 3- Objections and agreements to exhibits should be discussed prior to the start of the trial/hearing. Any objections to the exhibits must be submitted to the Court prior to the day of the trial/hearing.
- 4- Provide an updated witness list of only those witnesses that will actually be called to testify at the trial/hearing, to opposing counsel, *prose* litigants and **the Court**.
- 5- Make certain the Court has an accurate estimate of the length of time needed for the trial/hearing.
- 6- Videos and Photographs can only be submitted as exhibits by providing the Court with a USB Flash Drive, CD or DVD by either hand-delivery to chambers at the Orange County Courthouse located at 425 N. Orange Avenue, Orlando, Florida 32801 on the 11<sup>th</sup> floor or send by U.S. Mail, FedEx, UPS or courier.

At the trial/hearing:

- 1- Make sure the court reporter has been ordered and is set up and ready to go.
- 2- Make sure you have a copy of your Bates -stamped exhibits ready for use with each witness, and the witness has a Bates-stamped copy with them.
- 3- Have witnesses "lined up" and ready to proceed.