



UTAH STATE COURTS
The Judicial Branch of Utah

6th District Digital Exhibit Training



6TH DISTRICT STANDING ORDER –

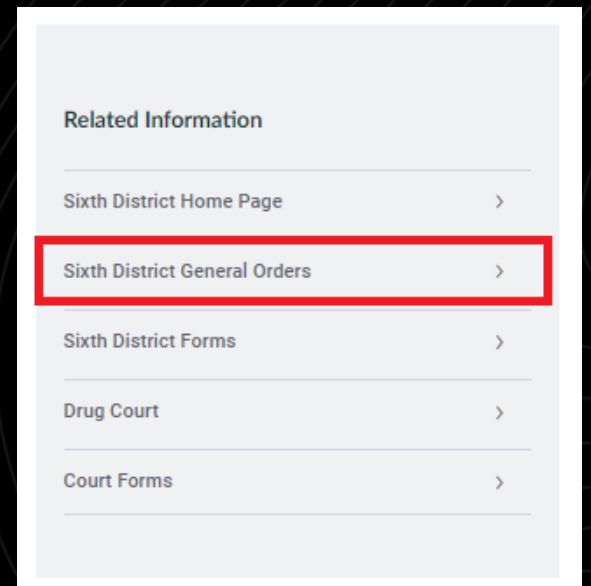
DIGITAL EVIDENCE PLAN AND REMOTE HEARING REQUIREMENTS.

EFFECTIVE AFTER: JANUARY 1, 2024.

AVAILABLE ON OUR WEBSITE:

[HTTPS://WWW.UTCOURTS.GOV/EN/ABOUT/COURTS/DIST/DIST-SITES/6TH.HTML](https://www.utcourts.gov/en/about/courts/dist/dist-sites/6th.html)

(SIXTH DISTRICT GENERAL ORDERS SECTION)



Process to Provide Digital Exhibits to the court:

- Proposed exhibits should be emailed to court clerk team email with the email copied to opposing counsel or pro se party.
- Exhibits should not be filed in the case.
- If there are more than 10 exhibits (or the email is larger than 25 MB), they should be shared using a [Google Drive folder](#).
- Proposed exhibits must be submitted at least 2 business days before the hearing if there is no scheduling order in the case with specific deadlines.
- When exhibits are submitted, it should be complete and include all files that may be offered during the hearing.
- If any files are added to the shared Google Drive folder later, you must notify the court clerk by email that additional files have been added, or the exhibit might not be available for your hearing.



TEAM EMAIL ADDRESSES:

- **Sanpete** – 6thsanpetedocs@utcourts.gov
- **Sevier** – 6thsevierdocs@utcourts.gov
- **Wayne** – 6thwaynedocs@utcourts.gov
- **Piute** – 6thpiutedocs@utcourts.gov
- **Garfield** – 6thgarfielddocs@utcourts.gov
- **Kane** – 6thkanedocs@utcourts.gov



Exhibit Format:

Only certain file formats are acceptable to submit, to ensure the file will be viewable at the hearing.

ACCEPTABLE FORMATS - DIGITAL EXHIBIT

- PDF (documents)
- JPEG (photos)
- PNG (image files)
- MP4 (video files)

ACCEPTABLE NON DIGITAL EVIDENCE

- Witness testimony
- Physical Objects

Exhibit Labeling:

Each proposed exhibit will be a separate file and named without identifying the substance of the exhibit or any other identifying information in the file name.

An index must also be submitted with the exhibits to provide the exhibit number and identifying information.

PETITIONERS/PLAINTIFFS EXHIBITS

- Petitioners/Plaintiff Exhibits will be marked from 1 - 200
- EX: "Exhibit 1"

RESPONDENT/DEFENDANTS EXHIBIT

- Respondents/Defendant Exhibits will be marked from 201 - 400
- EX: "Exhibit 201"



In Court – Parties are responsible to present their own evidence in court hearings

DURING THE HEARING:

- The attorneys/pro se parties must share their own evidence in person as well as when appearing remotely, with rare exceptions.
- NOTE: Attorneys/pro se parties are responsible to provide a copy of their exhibits to interested parties.

In Court Continued

DURING THE HEARING:

- Digital evidence will be shared using an electronic device, provided by the individual presenting the evidence.
- The counsel table in the courtroom is equipped* with an HDMI cable to connect to the presenter's device. (see photo)
- Device will mirror to other screens in the courtroom.
- *Manti Courtroom(s) are the exception until the new building is complete.





In Court Continued

DURING THE HEARING:

- Any physical copies (duplicates) brought to a hearing by any party will be returned to those who brought them. The court will only retain the digital copies provided to the court that were offered and received into evidence.
- No physical copies will be retained.

END OF TRAINING

Questions