



CASS COUNTY FRIEND OF THE COURT

CASS COUNTY LAW & COURTS BUILDING
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"Cass County is an equal opportunity provider and employer."

CASS COUNTY FRIEND OF THE COURT EXHIBIT POLICY FOR EVIDENTIARY HEARINGS CONDUCTED VIA ZOOM

1. Parties are responsible for ensuring that they submit any exhibits in accordance with applicable court orders, court rules, and/or scheduling orders that may apply to their case.
2. If there is no Court order or applicable court rule, this policy applies.
3. Copies of all proposed paper and/or photo exhibits must be submitted directly to the Friend of the Court as well as the other party (or their attorney) no later than 3 days prior to the contested hearing. On submitted exhibits, the case name, file number, the name of the party submitting the exhibits, and a telephone number where you can be reached is required. Exhibits can be mailed or dropped off at the Friend of the Court office during office hours, Monday through Friday from 8 a.m.–5 p.m.. Electronic copies will not be accepted.
4. Any audio or video recordings that a party intends to offer into evidence must be served on the other party (or their attorney) no later than 3 days prior to the contested hearing. The Friend of the Court will not accept audio recordings in any format due to security concerns.
5. Parties/Attorneys are responsible for playing and sharing any video and/or audio recordings they want to admit during the zoom hearing and must be able to do so from the device that they join the zoom hearing on.
6. Exhibits should be pre-identified by numbers for Plaintiff and letters for Defendant. For example, Plaintiff's Exhibit 1, 2, and so on, or Defendant's Exhibit A, B, and C and so on.
7. All exhibits must be provided to the other party (or their attorney) at least 3 days before the hearing. The exhibits can be provided by email, in person, or by mail. If provided by mail, they must be sent in time to actually be received 3 days before the hearing.
8. Additional exhibits provided to the FOC and the other party after the deadline will be considered on a case-by-case basis for good cause shown.
9. Exhibits are generally not admitted during the initial hearing on the Monday Morning Motion Docket as contested matters will be set over for hearing. However, if a party intends to offer exhibits on a Monday Docket Hearing, they must follow the same procedures as outlined above for contested hearings.

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