



STATE OF MICHIGAN

PROBATE/FAMILY COURT
CASS COUNTY, MICHIGAN

HONORABLE CAROL MONTAVON BEALOR
Judge, Cass County Probate Court
Chief Judge, Cass County Courts

LAW & COURTS BUILDING
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CASS COUNTY PROBATE COURT EXHIBIT POLICY FOR HEARINGS

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 particular case which take priority over this exhibit policy. If there is no applicable court order, court rule, and/or scheduling order, this exhibit policy for Probate Court hearings applies.
2. All proposed paper/documentary and/or photo exhibits for hearings must be submitted to the other party (or their attorney) no later than **7 days** prior to the hearing. Exhibits can be exchanged by mail (so long as they arrive by the deadline), dropped off to opposing parties/counsel, or emailed.
3. If the hearing is held via Zoom, a hard copy of all exhibits must be supplied to the Court no later than **3 days** before the hearing. On submitted exhibits, the case name, file number, the name of the party submitting the exhibits, and a telephone number where the submitter can be reached is required. Exhibits can be mailed (so long as they arrive by the deadline) or dropped off at the Cass County Probate Court File Room window, Monday through Friday from 8:00 a.m. – 4:45 p.m. Electronic copies will not be accepted.
4. A copy of 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 **7 days** prior to the hearing. The Court will not accept originals or copies of any audio recordings in any format due to security concerns.
5. Exhibits not exchanged prior to the deadline will not be admitted absent good cause.
6. Exhibits are generally not admitted during initial hearings on the motion docket. However, if a party intends to offer exhibits at a motion docket hearing, they must follow the policy set forth herein.
7. Parties/Attorneys are responsible for playing and sharing any video and/or audio recordings they want to admit during the hearing and must be able to do so from the device that they join the Zoom hearing from or make advance arrangements to play and share such recordings at in-person hearings.
8. Admission of exhibits during emergency hearings or other expedited matters where this policy cannot be complied with due to shortened time frames will be addressed on a case-by-case basis by the Court taking into consideration applicable court rules, due process, and other good cause.