



CASS COUNTY FRIEND OF THE COURT

CASS COUNTY LAW & COURTS BUILDING

60296 M-62, Suite 3, Cassopolis, Michigan, 49031

Phone: (269) 445-4436 Fax: (269) 445-4435

Email: FOC@cassco.org

"Cass County is an equal opportunity provider and employer."

CASS COUNTY FRIEND OF THE COURT EXHIBIT POLICY **FOR EVIDENTIARY 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 Friend of the Court hearings applies. This exhibit policy remains applicable to a second or subsequent day of a contested evidentiary hearing.
2. All proposed paper/documentary and/or photo exhibits for hearings (whether in person or via Zoom) must be submitted to the other party (or their attorney) no later than **3 days** before the hearing. Exhibits can be exchanged by mail (so long as they arrive by the deadline), dropped off to the opposing parties/counsel, or emailed.
3. If the hearing is held via Zoom, a hard copy of all exhibits must be submitted directly to the Friend of the Court no later than **3 days** before the contested hearing. When submitting your exhibits to the Friend of the Court, you must include the case name, file number, the name of the party submitting the exhibits, and a telephone number where you can be reached. Exhibits can be mailed or dropped off at the Friend of the Court office during office hours Monday through Friday from 8a.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 no later than **3 days** before the contested hearing (See Paragraph 2 for acceptable methods of service). The Friend of the Court will not accept audio or video recordings in any format due to computer security concerns.
5. Parties are responsible for playing and sharing any video and/or audio recordings they want to admit during a Zoom hearing and must be able to do so from the device that they join the Zoom hearing from. For in-person hearings, parties must provide the equipment to play any recording they want to admit and must be able to play the recording during the hearing.
6. If exhibits are named or otherwise identified, use numbers for Plaintiff's exhibits and letters for Defendant's exhibits. For example, Plaintiff's Exhibit 1, or Defendant's Exhibit A.
7. Additional exhibits provided to the FOC and the other party after the deadline will be considered on a case-by-case basis.
8. Exhibits are generally not admitted during the initial Monday morning motion hearing as contested matters are set over for an evidentiary hearing. If a party intends to offer exhibits at a Monday hearing, they must follow the same procedures outlined above. Exhibits not admitted at a Monday hearing will be held by the FOC and may be offered by the submitting party at the next hearing.

Rev. 3/2023