

## STANDING ORDER REGARDING SMALL CLAIMS WEBEX TRIALS AND EVIDENCE REVISED

(This Order replaces all prior Orders regarding small claims evidence)

### SMALL CLAIMS LITIGANTS ARE:

1. Required to submit their exhibits electronically in PDF format 7 days before the hearing date to the following email address: [jcslsmallclaims@utcourts.gov](mailto:jcslsmallclaims@utcourts.gov) (with the case # and the Plaintiff's or Defendant's last name or the name of the business in the subject line). Files over 7 MB must be submitted as a compressed file. Please also include your email, mailing address, and phone number. Do NOT include any other correspondence or questions or information in the email containing evidence.
2. Plaintiffs, prior to preparing their PDF, will label each page (each page- not each document) in the lower left-hand corner with the number "1". The first page shall be "1" and the second page shall be "2" and so on.
3. Defendants, prior to preparing their PDF, will label each page (each page- not each document) in the lower left-hand corner beginning with the letter "A" and the second page shall be "B". In the unlikely event there are more letters than 26 pages, the 27<sup>th</sup> page shall be labeled "AA" and the 28<sup>th</sup> page "BB" and so on.
4. Parties should not submit duplicative exhibits. Do not submit more than one photograph of each "defect". Please note that often several trials are scheduled to take place in a 3 hour time slot. Please pick only your best evidence. Judges will not be able to review voluminous pages of exhibits. And, it would be unfortunate if there was not enough time to view your important evidence because you included too many non-important exhibits.
5. Do not drop off exhibits at the court. The court will not accept them.
6. Each party is required to email or otherwise distribute your PDF files (i.e., evidence) to the other party(ies) 7 days before the scheduled trial/hearing.
7. Parties and witnesses who will be testifying will need to be on an electronic device that enables others to view them when they are testifying. (CALL IN USERS WHO ARE CALLING ON A TELEPHONE LINE ONLY WITHOUT VIDEO NEED TO USE A DIFFERENT DEVICE THAT HAS A CAMERA).
8. We may or may not retain evidence or exhibits after the hearing/trial.
9. A small claims Judge may deviate from this order on a case-by-case basis when the small claims Judge deems it appropriate.