

MANDATORY ELECTRONIC EXHIBITS FOR PARTIES WITH AN ATTORNEY:

All document-based evidence must be provided to the Court in electronic format no later than three (3) business days before trial. Such electronic exhibits shall meet the following specifications:

Submitting Trial Exhibits via Lexis Nexis File and Serve

- Parties may use Lexis Nexis File and Serve to submit trial exhibits if the parties intend to submit no more than ten (10) total trial exhibits between or among the parties involved in the hearing.
- If using LNFS to submit exhibits, none of the exhibits may exceed the applicable Lexis Nexis file size restrictions. If submitting a discreet document as an exhibit requires splitting the document into two or more files, LNFS may not be used. All trial exhibits must be submitted on a CD or thumb drive as described below.
- Each side shall submit all LNFS filed exhibits in one Transaction, but each exhibit shall be filed as a separate item within that Transaction. In other words, there shall be one PDF file per exhibit, and all exhibits must have the same transaction ID number.
- The format for naming an electronic exhibit is:
 Petitioner's Exhibit 001—Deposition of John Doe.
 The leading zeros are essential. A less specific document name will be rejected.
- The Court is not responsible if a document submitted to LNFS cannot be opened due to file size restrictions.

Submitting Trial Exhibits via Compact Disk

- Each party may provide the Court with a CD or thumb drive containing the trial exhibits or the parties may submit combined exhibits on one CD or thumb drive.
- The format for naming an electronic exhibit is:
 Petitioner's Exhibit 001—Deposition of John Doe.
 The leading zeros are essential.
 A less specific document name will not be accepted.
- All exhibits shall be placed in either the root directory or within one folder.

Rebuttal Exhibits

Any rebuttal exhibits admitted into evidence shall be provided to the Court in electronic format before three days after the conclusion of the trial.

Jury Trials

- In the event of a jury trial, parties may utilize the Denver Probate Court's projection system in lieu of producing juror notebooks.
- Parties may elect to use juror notebooks, but they must be provided and assembled at the parties' time and expense.

Post Trial

Within five days after trial, Parties shall consult with each other and submit via lexis nexis a stipulated list identifying exhibits that were not offered, offered but not admitted, and offered and admitted.

Court suggestions:

- Submit clean (electronic) copies of your exhibits. Documents that have been highlighted do not project clearly.
- Notify the court in advance of any witnesses with disabilities so we may prepare an appropriate accommodation.
- Sensitive personal data such as social security numbers and bank account numbers must be redacted prior to exhibition in the courtroom. Please be aware that the policy of the court is that such information must be redacted in ALL filings. It is acceptable to display the last four numbers of a bank account.
- The original document must be presented in any instance where the form of the document itself is an issue.