

## **NOTICE TO PRO SE LITIGANTS CONCERNING EXHIBITS**

A *pro se* litigant is an individual who is representing him or herself in an eviction, small claims case or other civil action or in a criminal or traffic case without the assistance of a licensed attorney. On the day of the trial, *pro se* litigants are responsible for bringing to Court their exhibits (evidence) in the proper form. You must bring at least three paper copies of documents, e-mails, text messages, photographs, etc., if you want to give them to the Judge to consider as exhibits (evidence) in your case. One copy is for him. One copy is for you. One copy is for the other person(s) in the case. Before the trial starts the Bailiff will assist you with placing exhibit stickers on your evidence.

You will not get back anything you give the Judge as an exhibit in your case, so do not give him any original documents you want to keep. Bring the required copies.

Unless you are willing to let the Judge keep your cell phone for 30 days, do not ask him to look at anything on it. Bring the required copies of anything on your phone that you think is evidence.

Do not bring any exhibits on a thumb drive or any other electronic storage device other than a CD or DVD. Audio, video or photographs must be given to the Court on a CD or DVD.

You are highly encouraged to call the Court prior to the day of trial to confirm that your exhibits are in the acceptable form. The Judge may dismiss your case, if you are the Plaintiff and come to the trial unprepared. The Judge may not reschedule the trial to give you more time to prepare, if you are the Defendant.

If you would like to read more about representing yourself, please read *Representing Yourself in Court: A Citizen's Guide* found on the Court's website: <http://mountvernonmunicipalcourt.org/resources/>