

Hassayampa Justice Court

Exhibits/Witness Information (Hearings/Trials)



To establish your claim or defense, you will need all exhibits and witnesses available at the hearing. All exhibits must be provided to the opposing side as well as the court.

- Any exhibits you would like to have considered during your case need to be received by the court at least 24 hours prior to the hearing. The judge has discretion to accept or deny exhibits submitted with less than 24 hours remaining.
- You may not submit evidence or testimony *after* the hearing unless the judge orders this.
- If your exhibits total five pages or less you may file electronically- but in .PDF format only.
- These may be submitted via email to: hassayampa@mcjc.maricopa.gov.
 - **Exception:** if exhibits contain photos, you must print and provide physical copies. They will not be accepted via email. This is so you can be sure the exhibit will show what you want it to when printed. We cannot guarantee your expected quality when printing at the court.
- Exhibits totaling more than five pages **must be printed and provided in person or by mail**.
- If sending exhibits via USPS/FedEx/UPS, allow extra time for mailing. The hearing/trial will not be continued or postponed simply because the mail did not deliver in time.
- Please note that if you plan to use any media device (i.e., flash drive, CD, etc.), you must appear in person for the hearing with your own computer and device to present the exhibits. Materials will not be loaded into the court's media system.
- Either side may have witnesses at the hearing. They may come voluntarily or you may request a witness subpoena to compel testimony. The subpoena must be filed in a timely manner prior to the hearing date/trial. There may be a fee.

Please see the following page for a visual description of how to mark exhibits.

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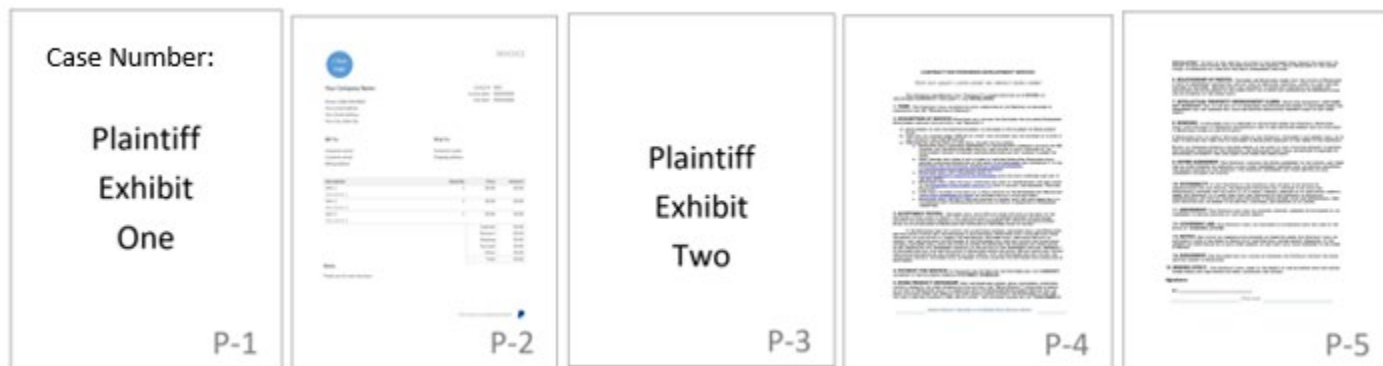


Marking Exhibits:

At the discretion of the judge, any trial held in person will utilize the traditional method for marking exhibits as follows:

1. Each exhibit must be separated by a marked exhibit page (e.g., **Plaintiff or Defendant Exhibit One**) and nothing else on that page.
2. All pages must be marked as shown in the images below.
 - a. First page would have the **Case Number** and say **Plaintiff (or Defendant) Exhibit One**.
 - b. Just before the next exhibit, place a new page that says, **Plaintiff (or Defendant) Exhibit Two**.
 - c. The next exhibits would be marked in the same fashion.
 - d. Each and every page must be numbered (P-1, P-2, P-3; or D-1, D-2, D-3; etc).
3. The judge may deny admittance of exhibits not submitted in the required format.

Example of how exhibits must be marked:



If you have any questions please contact a court clerk for assistance.

Hassayampa Justice Court

14264 West Tierra Buena Lane

Surprise, AZ 85374

602-372-2000 option #2

Fax: 602-372-2523

Email: hassayampa@mcjc.maricopa.gov