

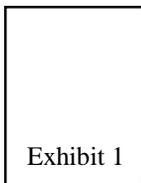
Santa Barbara County Superior Court  
Commissioner Stephen Foley

Instructions for preparing the exhibit packet for evidentiary hearings/trials

- 1) Hard copies of all exhibits must be delivered to the Court at least three business days prior to the scheduled hearing or trial. Exhibits must be organized in the order they are listed on the Exhibit List.
- 2) The first page of the exhibit packet shall be the Exhibit List. The Exhibit List shall list (in numerical order) the number of the exhibit, the type of exhibit, and a brief description of the exhibit. Parties may print or download the Exhibit List form (SC-1043) from the court's website. The form is located on the Forms & Filing tab, Local Court Forms, under General Forms. <https://www.sbcourts.org/ff/local-forms.shtm>.

Petitioner/Plaintiff shall use numbers 1 – 200. Respondent/Defendant shall use numbers 201 – 400. Other Parent or any third Party shall use numbers 401 – 600. If either party has more than 200 exhibits, they must contact the court department for numbering instructions at 805-614-6500.

**a.** For 5 or less exhibits, with the total number of pages of all exhibits combined, not exceeding 25 pages: Each exhibit shall have a divider sheet in front of the actual exhibit. (If the number of pages exceeds 25, follow the instructions in b.) The divider sheet shall be blank except for the exhibit number displayed at the bottom. Example shown below.



- b.** For more than 5 exhibits, Exhibit packets shall be assembled in an exhibit binder, using numbered tab pages before each exhibit.
- 3) Parties shall exchange their Exhibit List and their proposed exhibits, organized as in # 2 above, by providing to the other party, copies of the exhibits submitted to the court, at least three business days prior to the scheduled hearing or trial, unless a different date is set by the court. Copies may be provided in their physical form, or may be sent electronically to opposing counsel. Copies may be provided in their physical form, or may be sent electronically to a self-represented party who consents to electronic delivery of the exhibits, at their verified e-mail address.
  - 4) If the hearing is by Zoom, during the hearing, Parties must be prepared to display exhibits on screen to testifying witnesses who appear remotely.
  - 5) If the court grants leave to offer additional exhibits during the hearing or trial, the following procedure must be followed:
    - The party offering the exhibit shall ensure the exhibit is readily available in electronic form, prepared using Adobe portable document format (commonly known as .pdf), for transmission to the court.
    - Each exhibit must be a separate .pdf file.
    - The .pdf file shall be named in the following manner:  
Case number-Case caption-Party role-Exhibit number-Brief description of exhibit

**Example:**

20CV00001-ACME Products vs Brown Transportation-Plaintiff-Exhibit 23-Delivery log 1-15-2020

- If the additional exhibit consists of **5 pages or less**, the court clerk will print a black & white copy of the exhibit and mark the exhibit next in order from the proffering party. If this black and white copy needs to be supplemented with a hard copy of the actual exhibit, the attorney or proffering party shall deliver the original hard copy exhibit to the Court **immediately upon conclusion of the hearing**. The clerk will attach the original to the black and white copy used during the hearing.

If the exhibit consists of **more than 5 pages**, the court clerk will print a black & white copy of the face page only, and the proffering attorney or party shall deliver the complete original hard copy exhibit to the Court **immediately upon conclusion of the hearing**.

- 6) Electronic evidence such as CDs, DVDs, and other media will not be downloaded or duplicated by the Court during the hearing. Quick Response or “QR codes” will not be accepted.
- 7) The Court will retain all physical exhibits at the end of the hearing, unless the parties stipulate and the court orders the exhibits be returned to the respective parties in accordance with CCP 1952. If such an order is made, a party is responsible for contacting the department secretary to discuss the return options.

**DELIVERY OF EXHIBITS TO THE COURT**

Hard copy exhibits must be received by the Department at least 3 business (court) days prior to the hearing or trial date. The following methods are acceptable for delivery of exhibits to the court:

1. **Delivery in-person at the courthouses.** Exhibit packets must be **received by the court** at least **3 court** (business) days prior to the hearing or trial date. Packets must be labeled with the case name, case number, date of hearing, the court department, and the party name.

**Santa Maria courthouse only: For Santa Maria cases heard by Comm. Foley in Lompoc Dept. 2:**  
Monday through Friday, excluding Court holidays

Exhibits organized as stated in #2 of the instructions for preparing the exhibit packet section, may be brought to the courthouse and delivered to the department secretary.

Contact the department secretary at the number below for the hours they will be available to accept delivery, and directions for delivering the exhibits.

The submitting party or their designee must go through weapons screening at the Miller Street side of building G and wear a face covering. Please inform the security guard that you are delivering exhibits. Once admitted into the lobby of Building G, call the department secretary for delivery instructions.

**Santa Maria cases heard by Comm. Foley in Lompoc Dept. 2: 805-614-6500**

**Santa Barbara courthouse only: For Santa Barbara cases heard by Comm. Foley in Dept. SB 9:**

Monday through Friday, excluding Court holidays

Exhibits organized as stated in #2 of the instructions for preparing the exhibit packet section, may be brought to the courthouse and delivered to the department secretary.

Contact the department secretary at the number below for the hours they will be available to accept delivery and directions to their office. The submitting party or their designee must go through weapons screening at the Anacapa courthouse and wear a face covering. Please inform the security guard that you are delivering exhibits. Once admitted into the building, proceed to the office of the department secretary to deliver the exhibits.

**Dept. SB 9 (Comm. Foley): 805-882-4590**

**Lompoc courthouse only: For hearings scheduled before Comm. Foley in Lompoc Dept. 2:**

Monday through Friday, excluding Court holidays.

Exhibits organized as stated in #2 of the instructions for preparing the exhibit packet section, may be brought to the courthouse and delivered to the Clerk's Office between 8:00 a.m. and 3:00 p.m. The submitting party or their designee must go through weapons screening and wear a face covering. Please inform the security guard that you are delivering exhibits. Once admitted into the building, proceed to the Civil Clerk's Counter to deliver the exhibits to the clerk.

**3. USPS Mail/Overnight Mail/FED EX/UPS:** Exhibit packets must be **received by the court** at least **3** court (business) days prior to the hearing or trial date.

Use an interior envelope with the labeling instructions as mentioned in # 1 of this section. The Court is open on regular court business days for acceptance of delivered mail. You must ensure your selected carrier can deliver the package between 8:00 a.m. and 3:00 p.m. It is recommended you use a carrier that provides tracking service.

**ADDRESS THE OUTER ENVELOPE AS FOLLOWS:**

**Santa Maria:** Send to:

Santa Barbara County Superior Court  
Dept. # (Courtroom # where your hearing will be heard)  
312 E. Cook Street  
Santa Maria, CA 93454

**Santa Barbara:** Send to:

Santa Barbara Superior Court  
Dept. # (Courtroom # where your hearing will be heard)  
1100 Anacapa Street  
Santa Barbara, CA 93101

**Lompoc:** Send to

Santa Barbara County Superior Court  
Lompoc Dept. 2  
115 Civic Center Plaza  
Lompoc, CA 93436

**IMPORTANT**

DO NOT include any ex parte correspondence to the judge with your exhibits submission. Any ex parte communication submitted will not be read or considered. You must present your arguments at the trial.