



Susan K. Sniegowski  
*Circuit Court Judge*

Joanne M. Kalchik  
*Circuit Administrator/Assignment Clerk*

Brenda L. Claveau  
*Judicial Secretary/Jury Coordinator*

Marsha A. Longcore  
*Circuit Court Reporter*

Mason County Courthouse  
304 E. Ludington Avenue  
Ludington, MI 49431  
Phone: (231) 845-0516  
Fax: (231) 845-7779

## EXHIBIT GUIDELINES FOR ZOOM HEARINGS

### DOCUMENTS:

1. All anticipated exhibits for Zoom videoconferencing hearings must be submitted to the court **at least two business days** prior to the scheduled hearing.
  - a. Documentary exhibits must be printed and physically delivered to the circuit court administration office.
    - i. Exhibits must be no wider than 8.5" and must be in a form that can be scanned into the court recordkeeping system for electronic sharing, retrieval, and archiving.
  - b. If able, parties should also provide exhibits in a digital format, either by saving files to a nonreturnable portable thumb or flash drive that is delivered along with the documentary exhibits as instructed above or by attaching digital files to an email directed to the circuit court reporter ([mlongcore@masoncounty.net](mailto:mlongcore@masoncounty.net)).
2. The court will chronologically number all exhibits in the order in which they are received, regardless of party designation or obligation to meet burden at hearing.
3. If sufficient time before hearing permits, exhibits will be marked and emailed back to the attorney or party who submitted them.
4. Your printed copy of exhibits will be provided to the Court for review during the hearing.
5. Exhibits may be shared via the screen-sharing function on Zoom. The court is not responsible for performing technological assistance.
  - a. See <https://support.zoom.us/hc/en-us/sections/201740106-Screen-Sharing>.
  - b. Before hearing, open and minimize all files you want to display. While screen sharing, resize or scroll to view entirety or to highlight portion under discussion.
6. Any exhibit not received by the court prior to the deadline above **will not be admitted except on a showing of good cause**.

### OBJECTS:

1. Objects must be photographed. Submit the photograph for marking as an exhibit in accordance with the above guidelines. Further procedures for admission of physical objects will be determined on an individual basis. Please notify the court in advance if you have physical objects to introduce as exhibits.