

CLARE COUNTY FRIEND OF THE COURT

225 West Main Street • Harrison, Michigan 48625
Telephone: (989) 539-0800 • Facsimile: (989) 539-0890

CLARE COUNTY FOC - EXHIBIT POLICY

- All proposed exhibits must be submitted in accordance with court orders, court rules, and any scheduling orders that exist in their case. If no such order exists, this exhibit policy shall apply.
- Submission to the Other Party:
 - Copies of all proposed exhibits must be submitted to the other party (or attorney) at least 3 business days prior to the FOC hearing.
 - Delivery of the proposed exhibits may be accomplished by email, personal delivery, or mail. If delivered by mail, the exhibits must *arrive* by the 3-business-day deadline.
 - **IF** the other party has a confidential address and has failed to provide an alternate address, the FOC must send copies of all proposed exhibits. This will require you to submit your proposed exhibits to the Friend of the Court office at least **14 days** prior to the hearing.
- Submission to the Friend of the Court:
 - Copies of all proposed exhibits must be provided directly to the FOC office **at least 3 business days** prior to the FOC hearing.
 - Include your name, case number, and a **telephone number** where you can be reached in the event that the court reporter has questions regarding your proposed exhibits.
 - Include a separate page with a numerical list of each proposed exhibit and a brief general description of the proposed exhibit. Do **not** write on proposed exhibits.
 - Proposed exhibits may be mailed or dropped off at the Friend of the Court office during regular business hours: Monday through Friday from 8:00 a.m. to 4:30 p.m.
 - Electronic copies of proposed exhibits will **not** be accepted. In addition, the Friend of the Court will **not** accept audio or video recordings in any format due to computer security concerns.
- Exhibit Requirements:
 - A foundation must be laid for the admission of an exhibit which means (1) a witness must be competent to testify about it, (2) the testimony and exhibit must be relevant, and (3) the exhibit must be authentic.
 - You must ask for the exhibit to be admitted into evidence and the other party can object.
 - Repetitive exhibits may be considered needlessly cumulative and may not be allowed.
 - Written reports do not generally pass the hearsay standard. In addition, letters from “witnesses” are not admissible and will not be marked as an exhibit.

Failure to follow this procedure will result in exhibits not being admitted absent a showing of good cause.