

Rule 223.2. CUSTODY AND STORAGE OF EXHIBITS

(a) Documentary Exhibits, Charts, Photographs

At the time a party offers as evidence a documentary exhibit (letter, report, drawing, map, photograph etc) which is larger in size than 8-1/2 x 11 inches, the court reporter shall be provided with a copy of same sized 8-1/2 x 11 (or smaller), which will be entered into the permanent record. Items larger than 8-1/2 x 11 may be used for illustration during the proceeding but such shall remain in the custody and control of the offering party.

(b) Videotapes

Videotape depositions presented at trial shall remain the custody of the offering party. The offering party shall simultaneously submit a stenographic transcript of the deposition, which will be entered into the permanent record.

(c) Tangible, non-documentary evidence

Tangible trial exhibits shall be retained by the court reporter only through the time allotted for perfecting an appeal. If no appeal is taken, the offering party shall reclaim the exhibit.

Where an appeal is taken, the exhibit(s) will be retained by the court reporter until the final disposition of all appeals, after which the offering party shall reclaim the exhibit. Any party reclaiming an exhibit may provide photograph(s) of same to be preserved in the record.

(d) Any exhibit not reclaimed by the offering party as provided above will be destroyed without further order of court.

(e) Written notice of the provisions of this rule shall be provided to counsel at the outset of the trial.