

**INSTRUCTIONS TO DEFENDANT FOR SUBMISSION OF EVIDENCE (EXHIBIT) LIST -  
TRAFFIC REMOTE PROCEEDINGS**

The Court intends to limit the handling of exhibits during remote proceedings; therefore, the Court encourages the parties to reduce exhibits to scanned photographs and documents in order to lessen the need for parties, court staff, and witnesses to handle physical evidence.

For remote proceedings, the parties shall provide the court with an electronic copy of their evidence list and attach a copy of the actual evidence to be considered during the trial. The evidence list and all evidence (documents and photos) must be mailed to the court at the address provided on the notice mailed along with this form or e-mailed to the court at the email address indicated below.

Exhibits shall be received by the Court no later than seven (7) calendar days prior to the hearing date along with the form entitled EVIDENCE (EXHIBIT) LIST – TRAFFIC REMOTE PROCEEDINGS (Local Form RI-TR020).

A remote appearance is allowed ONLY if all exhibits have been received by the Court no later than seven (7) calendar days prior to the scheduled trial date. If any exhibit(s) are received by the Court less than seven (7) calendar days before the scheduled trial date, those exhibits cannot be presented as evidence at the time of trial.

Remote proceedings shall not be allowed if either party intends to present demonstrative or other physical evidence. Demonstrative or other physical evidence includes oversized maps or diagrams, three dimensional objects, and blown up photographs. All exhibits are subject to admission by the assigned judicial officer.

If you have questions about this form, go to our website and schedule a clerk appointment.

The instructions below explain the procedure for completing the evidence list.

1. In the **Evidence No.** column, begin numbering each item beginning with number 1, then number 2, then number 3, and continue until all the items have a corresponding evidence number.
2. In the **Description** column, briefly describe the item. For example, if you are listing a photo, briefly describe the photo. If you are presenting a document, include the name of the document.
3. In the **Type** column, enter **P** if the item is a photo or **D** if the item is a document.
4. Be sure to list all the documents and photos you would like the court to consider during your trial. If a document or photo is not submitted, it may not be considered during the trial.
5. Date, print your name, and sign the form.
6. Exhibits may be submitted by United States mail at the address listed on the notice mailed along with this form. Exhibits that are submitted by mail must be postmarked at least fourteen (14) calendar days before the remote hearing date, or by placement of a sealed envelope in the drop box located at the Courthouse where the matter is scheduled to be heard no later than seven (7) calendar days prior to the hearing date along with the form entitled EVIDENCE (EXHIBIT) LIST – TRAFFIC REMOTE PROCEEDINGS (Local Form RI-TR020). The drop box is available from 8:00 a.m. – 4:00 p.m. only, Monday through Friday, except holidays. The envelope must be labeled with the case name, case number and hearing date.

**INSTRUCTIONS TO DEFENDANT FOR SUBMISSION OF EVIDENCE (EXHIBIT) LIST - TRAFFIC REMOTE PROCEEDINGS (cont.)**

7. If by email, email the EVIDENCE (EXHIBIT) LIST – TRAFFIC REMOTE PROCEEDINGS (Local Form RI-TR020) along with all documents and photos to the email address checked below.

	Location	E-mail Address
<input type="checkbox"/>	Banning Justice Center	DeptB201@riverside.courts.ca.gov
<input type="checkbox"/>	Blythe Courthouse	Dept260@riverside.courts.ca.gov
<input type="checkbox"/>	Corona Courthouse	DeptC2@riverside.courts.ca.gov
<input type="checkbox"/>	Larson Justice Center	Dept3M@riverside.courts.ca.gov
<input type="checkbox"/>	Moreno Valley Courthouse	DeptMV2@riverside.courts.ca.gov
<input type="checkbox"/>	Southwest Justice Center (Murrieta)	DeptS101@riverside.courts.ca.gov

- Note that size limitations may prohibit email delivery of files consisting of ten (10) total pages or more (inclusive of all exhibits) in which case submission by mail or placement in a Court drop box will be required.