

Rule 37. Exhibits

(A) Marking of exhibits.

- (1) All exhibits must bear the official case number and shall be marked before trial with official exhibit stickers. The plaintiff shall mark exhibits with "Pl. _____" with numbers, and the defendant shall mark exhibits with "Def. _____" with letters. The guardian ad litem shall mark exhibits with "GAL _____" with letters. Unless otherwise ordered by the Court, joint exhibits shall be marked with "Joint Exhibit _____" with numbers. If there are multiple plaintiffs and/or defendants, numbers and/or letters shall be used followed by the party's first initial and last name. If the defendant has more than twenty-six (26) exhibits, double letters shall be used. If there are multiple plaintiffs, numbers shall be used followed by the plaintiff's first initial and last name.
- (2) Where a multiple-page exhibit is introduced, multiple pages should be numbered consecutively.

(B) An index of the exhibits to be used at trial, along with a brief description of such exhibits, shall be filed and served upon opposing counsel no later than one week before the final pretrial and updated no less than one week before the trial.

(C) Disposition of exhibits.

- (1) In accordance with Rule 26(F) of the Rules of Superintendence for the Courts of Ohio, at the conclusion of litigation, including times for direct appeal, the Court may destroy exhibits, depositions, and transcripts if all of the following conditions are satisfied:
 - (a) The Court notifies the party that tendered the exhibits, depositions, or transcripts in writing that the party may retrieve the exhibits, depositions, or transcripts within sixty (60) days from the date of the written notification;
 - (b) The written notification required in subsection (C)(1)(a) of this rule informs the party that tendered the exhibits, depositions, or transcripts that the exhibits, depositions, or transcripts will be destroyed if not retrieved within sixty (60) days of the notification;
 - (c) The written notification required in subsection (C)(1)(a) of this rule informs the party that tendered the exhibits, depositions, or transcripts of the location for retrieval of the exhibits, depositions, or transcripts; and
 - (d) The party that tendered the exhibits, depositions, or transcripts does not retrieve the exhibits, depositions, or transcripts within sixty (60) days from the date of the written notification required in subsection (C)(1)(a) of this rule.