How to File Evidence

Exhibits or Evidence must be sent to the opposing party and to the Court's email, or E-filed (if you are an E-Filer), as least **5 business days prior to the hearing**.

Non-E-Filer	**E-Filer**
Court email addresses: JPCourt09@delaware.gov – JP Court 9 JPCourt13@delaware.gov – JP Court 13 JPCourt16@delaware.gov – JP Court 16 JPCourt17@delaware.gov - JP Court 17	• E-filers are required to e-file exhibits. • Exhibit list (see page 2 of this document) must be submitted with all exhibits labeled as Exhibit A, B, C, etc. • A description must be used to name each filing. Example Exhibit A, B, C, etc.
• Exhibit List (See page 2 of this document) must be submitted with all exhibits labeled as Exhibit A, B, C, etc. to the email address above where your case is to be heard. • Exhibits must be emailed as a PDF attachment and not embedded in the body of the email.	

• Hard copies of color pictures must be sent to the Court.
• Digital files must be sent in PDF format.
• **No videos** may be submitted (any video evidence can be shared on screen via ZOOM).
• The Court cannot review documents submitted through ODR; you will have to resubmit them as evidence as instructed above.

Exhibit List

Case Number _____
Filing Party _____

	Description of Exhibit
Exhibit A	
Exhibit B	
Exhibit C	
Exhibit D	
Exhibit E	
Exhibit F	
Exhibit G	
Exhibit H	
Exhibit I	
Exhibit J	
Exhibit K	
Exhibit L	
Exhibit M	
Exhibit N	
Exhibit O	
Exhibit P	
Exhibit Q	
Exhibit R	
Exhibit S	
Exhibit T	
Exhibit U	
Exhibit V	
Exhibit W	
Exhibit X	
Exhibit Y	
Exhibit Z	