



# Clerk of Superior Court

Donna McQuality, Clerk  
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Yavapai County Courthouse  
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Camp Verde Superior Court  
2840 N. Commonwealth Drive  
Camp Verde, Arizona 86322  
Phone (928) 567-7741  
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Yavapai County Justice Center  
1200 Prescott Lakes Parkway  
Prescott, Arizona 86301  
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Juvenile Justice Center  
1100 Prescott Lakes Parkway  
Prescott, Arizona 86301  
Phone (928) 771-3103  
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## NOTICE OF DIGITAL EVIDENCE EXHIBIT DEADLINE

You are hereby notified all exhibits that are in digital format or that can be converted to digital format must be uploaded into the digital evidence portal no later than 5:00 p.m. on the deadline indicated in the attached minute entry/order. Failure to comply with the Court ordered deadline will result in the Clerk advising the Court of the submitting party's non-compliance. Sanctions may be imposed, up to and including preclusion of the exhibits. **In the event no deadline has been set, exhibits shall be uploaded no later than 3 working days prior to any hearing at which exhibits are to be presented.**

Exhibits shall be uploaded and identified by a brief description of each exhibit and the following criteria shall be met:

- Unless otherwise ordered by the Judge, the Clerk will not accept physically submitted **paper, audio or video exhibits** for the purpose of marking.
- In the event the Judge allows items to be used for demonstrative purposes only, such demonstrative exhibits will be accepted by the Clerk on the day of the hearing; however, **a photograph of the item shall have previously been submitted through the exhibit portal.** The Clerk will be requesting release of the demonstrative item(s) at the end of the hearing but will retain the photograph for purpose of appeal.
- Exhibits will be numbered consecutively by party identification in the portal. Please provide a brief description of your exhibit. **Please do not list your exhibit number in the brief description.** It is essential that counsel confer to avoid submitting duplicate exhibits.

***Please bring your own device to court, along with cables or conversion needed to connect to HDMI, as you will use your own device to present your exhibits. To make arrangements for use of County wireless internet, please contact Court Administration (928-771-3483) at least three days in advance of your hearing.***

Thank you for your cooperation in this matter.

**The Website for Digital Evidence is:** [www.azcourts.gov/digitalevidence](http://www.azcourts.gov/digitalevidence)

Please feel free to contact the following Clerks if you have any questions:

Verde Valley Exhibit Clerk @ (928) 567-7741  
Prescott Exhibit Clerk @ (928) 771-3312  
Juvenile Justice Center Clerk @ (928) 771-3103  
Yavapai County Justice Center @ (928) 610-6510

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