

Is there a cost for mailing Evidence Tags? Can defendant's or representative make their own tags?

No cost is associated with marking evidence, we will mail evidence tags if the firm or pro se reach out to us and provide an address, they can also be picked up by going to room 150, if you make your own tags they will need to be replaced with proper tags before they are admitted.

What is the contact number, email address, locations and operation hours for the Evidence Department?

The contact number is 407-836-2265. The location is in a secured area near the clerk's mail room. Customers will go to Records Management, room 150. The hours are 7:30-4:00 pm Monday- Friday.

How do I set an appointment to review Evidence?

Call 407-836-2265 to schedule an appointment to view Evidence.

When stapling the Evidence Tag, should it be horizontal? Should you put one staple toward the left margin or two staples, one on each side of the exhibit?

Only one staple is required on the evidence tag which should be placed in the lower left corner of the exhibit horizontally.

Do you leave the date box on the Evidence Tag blank?

The only boxes that need to be completed for pre-marking as those stated on the instructions:

- Circle party;
- Case Number; and

Identification (with a letter not a number).

Should Exhibits be lettered or numbered?

All evidence is to be pre-marked by a letter. Once the evidence is admitted on the record, the trial clerk will give it a number.

How many copies of the exhibits should be labeled with the yellow tag? Is there a preference regarding if the exhibits are in folders or binders?

Only the original exhibit which is to be admitted into evidence needs to be pre-marked with a yellow evidence tag. How you organize the exhibits is up to you. We do not have a requirement for folders or binders.

Am I able to send our runner (in our Orlando office) to pick up additional Evidence Tags?

Additional evidence tags may be picked up in the Records Division of the courthouse on the first floor. The office is open from 7:30 a.m. to 4:00 p.m. Monday through Friday.

Can customers representing themselves bring their own evidence to court? If so, what is the procedure?

Customers can bring in their own exhibits, they would likely introduce them during the infraction hearing and you would just tag the items as they are introduced.

How do you process evidence accepted Monday but received on Tuesday?

You would process it like you received it Monday so just make sure the tag shows the day it was admitted on the record.

Evidence was not entered as Exhibit and accepted into evidence. It was directly accepted into evidence. Do you still label as an Exhibit or just as Evidence?

In that case, you can mark it as an exhibit it doesn't have to have an id letter if it was agreed upon ahead of time.

Judge accepted into evidence everything except the emails those were stricken. Do I just remove them and only submit what was accepted?

Yes, remove those emails or items not accepted then retag those items with the identification letter the admitted items had. Keep the emails or items in case there is an appeal filed in which the appeal is over the items not submitted.

Some items came in as identification and because they were objected-to the Judge denied them being brought in as evidence. Do we keep those documents that were not accepted?

Yes, keep those items in case there is an appeal, whenever a potential exhibit gets talked about on the record we keep it.

Who must be a witness to a TC when opening or collecting evidence from the safe? (EXAMPLE – ANYONE OR A SENIOR CLERK)- Juvenile Department.

That is something that the Juvenile management team should decide, they are the only ones that have this provision (if they wanted to discontinue we don't have a problem with that).

What do I tell Pro Se customers or Attorneys requesting copies of paper evidence?

All of these requests should be directed to the Evidence division, they can either transfer the calls to 6-2265 or 7-1824 or give them our direct number to call, 407-836-2265. This would only be during regular business hours 7:30am-4:00pm.