



*Office of the*  
**KITSAP COUNTY CLERK**

**David T. Lewis III, Clerk**

614 Division Street, MS 34 – Port Orchard, WA 98366-4692  
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## **Preparation of Trial Exhibits**

The "original" set of trial exhibits **should be dropped off to the Clerk's Office (Room 202), or physically mailed**, to be received no later than 72 hours prior to the trial, excluding weekends and holidays. Please use the following address:

**Kitsap County Clerk's Office  
Attn: Amanda Osborn  
614 Division St, MS-34  
Port Orchard, WA 98366**

If possible, please e-mail an electronic exhibit list to Amanda at [aosborn@kitsap.gov](mailto:aosborn@kitsap.gov). A fillable form can be found [here](#), for your convenience. This aids us in preparing the exhibits and the official exhibit list prior to trial. If bench copies are included in the set delivered to the Clerk's Office, we will ensure that they are delivered to Superior Court. Contact Amanda by e-mail with any questions.

Please separate exhibits using full-page dividers or colored sheets in-between. Do not use sticky tabs on the edges of the pages. It is most helpful for exhibits to be organized and submitted in a binder.

The Petitioner/ Moving Party may begin their numbering sequence with 1, 2, 3, and sequentially thereafter. Please do not use subset numbers (2A, 2B, 2C or 2.1, 2.2, 2.3 etc.).

The Responding Party should *not* pre-number their exhibits unless an ER 904(b) has been stipulated to, as the Clerk will number them sequentially after the Petitioner's. If an ER 904(b) exists without objection, the Responding Party may pre-number their exhibits beginning sequentially after the Petitioner's.