	CLERK OF THE COURT INTERNAL POLICY	
	Area: Courtroom Services Document Number: POL-CRS-1002 Subject: Exhibits Control Page: 1 of 3	Effective Date: 5/1/91 Revision Level: D Last Revised Date: 5/29/15

PURPOSE:

The Clerk of the Superior Court (COSC), recognizes its responsibility to control and maintain custody of exhibits, in accordance with Criminal Rule 28.1a, Local Rule 2.8b, and Civil Rule 77j and defines its responsibility for control.

POLICY:

The courtroom clerks and the exhibit clerks shall control all exhibits received for identification or evidence, unless otherwise ordered by the Court. The exhibits constitute a part of the official record in the Superior Court.

Control is defined as the requirement of the courtroom clerk to maintain custody of and be responsible for all exhibits marked for identification or introduced as evidence from the time they are received by the courtroom clerk until they are released to the exhibit clerk or by order of the court to another party.

Control is defined as the requirement of the exhibit clerk to maintain custody of and be responsible for all exhibits marked for identification or introduced as evidence from the time they are received from the courtroom clerk until released pursuant to an order of the court, Local Rule 2.8d or Criminal Rule 28.1 and 28.2.

Judicial Assistants, Bailiffs and Court Reporters may take temporary custody of exhibits. Documentation will be required according to established COSC procedures. The Judicial Assistant, Bailiff or Court Reporter then assumes full responsibility to secure and maintain the integrity of exhibits until such time as custody is returned to the courtroom clerk or the exhibits clerk.

Custody and responsibility for all exhibits marked for identification or introduced as evidence shall include specific processing in accordance with written policies and procedures.

Security Exhibits, as identified on the attached list, would not be released to any Superior Court or COSC personnel other than Courtroom Services Management or courtroom clerks. Judicial Assistants and Bailiffs may assist in the transporting or movement of Security Exhibits when conducted under the control and observation of the courtroom clerk.



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Document Number: POL-CRS-1002
Subject: Exhibits Control

Page: 2 of 3

Effective Date: 5/1/91

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APPLICABILITY:

This policy applies to all employees of the COSC and Court staff.

DEFINITIONS:

None

REVISION HISTORY:

Revision Number	Issuing Authority	Summary of Changes	Approval Date
-	N/A	Document Origination	5/1/91
A	N/A	Revised	5/15/97
B	N/A	Revised	5/16/11
C	Cathy Clarich	Revised	5/29/15
D	Christine Kelly	Updated to Controlled Document Index	6/29/15

AUTHORIZED SIGNATURES:

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Clerk of the Superior Court

Date Signed: 2/8/15


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	Page: 3 of 3	Revision Level: D Last Revised Date: 5/29/15

EXHIBIT SECURITY AND SECURITY EXHIBITS NOT TO BE RELEASED TO PERSONNEL OTHER THAN EXHIBITS CLERKS AND COURTROOM CLERKS

VAULT SECURITY EXHIBITS INCLUDE, BUT ARE NOT LIMITED TO:

1. All amounts of currency - domestic or foreign.
2. Bonds, uncashed checks, securities and credit cards, valid or expired.
3. Jewelry, furs, coins and art work, regardless of value.
4. All weapons, dangerous instruments, ammunition, toy guns or guns that appear real and sharp (i.e. knives, syringes, razor blades, etc.)
5. Liquor, drugs, narcotics and residue therefrom. Includes prescription and over-the-counter drugs and medication.
6. Hazardous and volatile materials.
7. Any potential weapons or dangerous instruments.
8. All questionable items at the Supervisor's discretion

NOTE: THE EXHIBITS LISTED ABOVE SHALL NOT BE RELEASED TO PERSONNEL OTHER THAN THE EXHIBITS CLERKS AND COURTROOM CLERKS.

THE TERM "VAULT" IS USED IN THIS WRITING TO REFER TO VAULT II AT THE CENTRAL COURT BUILDING AND ANY SAFE OR SECURED EXHIBIT STORAGE SPACE LOCATED IN THE EXHIBIT SECTION OF EACH OUTLYING FACILITY