



HOW TO SUBMIT EXHIBITS FOR YOUR REMOTE VIDEO HEARING

At the remote video hearing, if you want the Court to consider any exhibits (i.e., documents, photographs, diagrams, video or voice recordings, etc.) you must provide your exhibits at least **7** days before the hearing date. All exhibits must include the case number. The Court may not consider your exhibits if you fail to meet these requirements.

You can submit exhibits for your remote video hearing by using any of the following options:

Option 1: Email the courtroom where your video hearing is scheduled.

- A. Email your exhibits, as attachments, to the email address listed on your Remote Video Hearing Notice. Make sure your exhibits are in one of the following formats: gif, jpg, jpeg, png, doc, xls, slsx, rtf, pdf, txt, wmv, avi, mov, mp4, mpeg, mpg.
- B. In the Subject Line of the email, make sure to include the case number and the defendant's first and last name. Example: CASE NUMBER: 5149155, DEFENDANT: JOHN DOE. You can find the case number and defendant's name on the Remote Video Hearing Notice you received.
- C. If you have numerous exhibits, or if any of your exhibits are large file attachments, you can send your exhibit attachments using multiple emails. As an alternative, consider mailing or personally delivering your exhibits to the Court (see Options 2 or 3 below).

Option 2: Mail your exhibits to the Phoenix Municipal Court.

- A. Mail your exhibit(s) to Phoenix Municipal Court, Attention: Video Hearings, PO Box 25650, Phoenix, Arizona 85002-5650.
- B. The Court recommends that you keep a copy of your exhibits for your records.

Option 3: Deliver your exhibits in person to the Phoenix Municipal Court.

- A. Bring your exhibits to the Phoenix Municipal Court, 300 West Washington Street, Phoenix, Arizona 85003. Once inside the building, place your documents in the Correspondence and Motions mailbox. If you would like proof of delivery, bring an extra copy to date stamp.