Instructions to Clerk: The location of exhibits/attachments must be tracked through TrakMan or manually tracked in a manner established by the clerk of court.

TF202 (CV)

Use this form when filing non-documentary items (audio or video files; CDs or thumb drives; large photographs, maps, or charts; other physical objects; etc.) in support of a principal document (for example: a motion or opposition).

Exhibits and attachments are public unless deemed confidential by statute, court rule, or court order.

Do not use this form for trial exhibits. *Submit trial exhibits in open court, with an exhibit list.*

Filing Instructions:

1) Complete this form.
2) In TrueFiling, upload your principal document (motion, opposition, reply, etc.) and this form as separate documents in the same bundle. If you want the court to order an exhibit or attachment to be confidential, upload the appropriate motion in the same bundle.
3) Place your non-documentary exhibits and attachments in envelopes marked with:
   - case name,
   - case number,
   - title of the principal document, and
   - the exhibit or attachment number.
4) Submit this form **and** your envelopes by mail or in person to the Clerk's Office.

NOTICE OF NON-DOCUMENTARY EXHIBIT OR ATTACHMENT

Case Number: _____

Case Name: _____

Name of Party Filing this Form: _____

☐ Plaintiff/Petitioner ☐ Defendant/Respondent ☐ Other: _____

Name of Party's Attorney: _____ ☐ Self-Represented

The exhibits and attachments listed below are in support of the principal document named _____ filed on _____ *[date]*.

[List all non-documentary exhibits or attachments in the chart below. Attach extra pages if necessary.]

Exhibit or Attachment Number	Description of Exhibit or Attachment	Is It Confidential?*

*Per Administrative Rule 37.6, you must first receive approval from the judge to file a confidential exhibit or attachment to a motion.

_____ _____ _____

Date Signature Print or Type Name

*[If you are **not** filing through the court's TrueFiling system, you **must** fill out the certificate below.]*

I certify that on _____ at _____ *[date/time]*, a copy of this notice was served on:

_____ *[other parties served]*

by ☐ mail. ☐ hand-delivery. ☐ email.

Signature: _____