

## RULE 10 FORM OF PLEADINGS AND OTHER PAPERS

(a)-(c) [Reserved]

### (d) Format Requirements

(1) - (4) [no proposed changes]

(5) *Translation of Documents.* Any documents filed in the court file in Spanish, or any other foreign language, must be accompanied by a translated version in English with a sworn declaration identifying the name of the person who conducted the translation, as well as information about their experience and any credentials with translating and/or interpreting. [Amended September 1, 2022]

(6) *Document Format.* Any item filed with the court clerk that is not a document shall be treated as an exhibit. Compact discs, digital video disks, audio tapes, thumb drives and similar devices containing recorded information shall not be attached to documents filed with the court clerk. In order to make such recorded information part of the court's permanent record, ~~they~~ it must be transcribed and then filed as a document in paper format. All exhibits filed with the court clerk are subject to the clerk's exhibit retention schedule. If a party wishes for its exhibit to be considered and admitted at a hearing, they shall submit a duplicate copy of the item to Court Administration and all legal parties. The judicial officer hearing the case will then address admission of the item as an exhibit at the hearing. If both parties agree that an exhibit may be reviewed in advance of the hearing, they may provide such notice in submissions to the court file.