

DAUPHIN COUNTY RULE OF JUDICIAL ADMINISTRATION
Rule 5103. Custody of Exhibits. Special Provisions.

(a) Documentary Exhibits: Generally

- (1) If a document is larger than 8-1/2 x 11 inches, the Court Crier shall be provided with a copy of the same sized 8-1/2 x 11 inches. Items larger than 8-1/2 x 11 may be used for illustration during the court proceeding.
- (2) Media depositions presented at trial shall remain in the proponent's possession. The proponent shall simultaneously submit a transcript of the deposition as an exhibit.

(c) Non-documentary Exhibits: Generally

- (1) If the exhibit is bulky or oversized, either the Court Crier or the proponent shall maintain custody of the exhibit as directed by the Court.
- (2) The custodian designated by the Court shall retain exhibits for the same time frame as it would retain any other form of evidence. Exhibits from first and second-degree murder cases and juvenile cases shall be retained permanently.

(e) Use of Digital Media

- (1) The proponent shall ensure that an exhibit in digital format entered into the record is provided to the Court Crier using a portable external hard drive such as a thumb drive.
- (2) The external had drive shall be submitted with the Exhibits and Index of Exhibits at the time of filing to the records office.