

SMALL CLAIMS AND EVICTION EXHIBIT PROCESS

All proposed exhibits must be e-filed with the Clerk of Courts office and made available by such filing or by providing copies to the opposing side at least 2 business days in advance. For all proposed exhibits, Plaintiff/Petitioner and Defendant/Respondent shall clearly number each page sequentially, beginning with the number 1. If you are unable to file proposed exhibits electronically, please mail, fax to 262-548-7546, or file in person at the Waukesha County Courthouse, Civil Division room C-167, 515 W. Moreland Blvd., Waukesha, WI 53188 to ensure the proposed exhibits are received in the Clerk of Court's Office at least 2 business days in advance of the hearing date.

Any proposed exhibit not clearly marked and filed at least 2 business days in advance of the hearing date will not be considered by the Court absent a showing of good cause.

Failure to file and provide copies to the opposing party may result in the proposed exhibit not being considered by the Court.

It is the responsibility of the filing party to ensure proposed exhibits can be properly presented to the Court. Court staff will not play any type of media or otherwise connect any technology to courtroom computers. Our Court Technology AV Guide with information as to built-in presentation technology can be found here: <https://www.waukeshacounty.gov/CircuitCourts/all-div-info-pages/CourtroomTechnology/>