

Rule L5102(c). Custodian

(1) **Custodian.** The Custodian shall:

- (i) Except as provided herein, retain or take custody of all documentary exhibits, photographs, photographs of non-documentary exhibits, and non-documentary exhibits accepted or rejected during the court proceeding; and,
- (ii) Except as provided herein, file all documentary exhibits, photographs, photographs of non-documentary exhibits, and non-documentary exhibits accepted or rejected during the court proceeding with the records office within five (5) business days of the conclusion of the court proceeding unless otherwise directed by the court;

(2) **Index of Exhibits.** The Custodian filing the exhibits with the records office shall include a numbered list of exhibits, and for each exhibit identify the proponent, whether the exhibit was admitted or rejected from evidence, and a textual description or identification of the exhibit. The exhibits and standardized Exhibit Index Form set forth in Appendix I shall be typewritten and filed with the appropriate records office within five (5) business days from the conclusion of the proceeding.

(3) **Relief.** If the custodian does not file the exhibits as required by subdivision (c)(1)(ii), the proponent, if not designated as the custodian or in possession of the exhibits by local rule, may seek appropriate relief with the court.

(4) **Multiple Custodians.** If multiple successive custodians are involved with a proceeding, the first custodian shall provide the subsequent custodian (and so on, if more than two successive custodians) with the submitted exhibits and index of exhibits. The custodian at the conclusion of the proceeding shall file with the appropriate records office a typewritten Exhibit Index Form. The exhibits and standardized Exhibit Index Form set forth in Appendix I shall be typewritten and filed with the appropriate records office within five (5) business days from the conclusion of the proceeding.

(d) **Transferring Exhibits.** When exhibits are transferred from the custodian to a subsequent custodian or filing office, a Transfer of Possession Form shall be completed and signed by both the custodian and the subsequent custodian or records office accepting the Exhibit Index Form and exhibits. The Transfer of Possession Form is set forth in Appendix II.