

## SMALL CLAIMS AND EVICTION EXHIBIT PROCESS

For all matters scheduled to be heard by electronic means, 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 exhibits, Plaintiff/Petitioner and Defendant/Respondent shall clearly number each page sequentially, beginning with the number 1. If you are unable to file exhibits electronically, please mail, fax to 262-548-7546, or file the exhibits via the drop box located at the courthouse: 515 W. Moreland Blvd., Waukesha, WI 53188 to ensure the exhibits are received in the Clerk of Court's Office at least 2 business days in advance of the hearing date.

Any 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 exhibit not being considered by the Court.