

**STATE OF MAINE  
SUPREME JUDICIAL COURT**

ADMINISTRATIVE ORDER JB-05-22

CUSTODY, REMOVAL, AND DISPOSAL OF EXHIBITS IN CIVIL ACTIONS

Effective: August 1, 2005

The following procedures apply to the handling of exhibits in civil actions in the Superior and District Courts:

1. Custody. Unless otherwise ordered by the court, all exhibits offered in evidence, whether admitted or excluded, shall be held in the custody of the clerk.
2. Removing Exhibits. Unless otherwise ordered by the court, upon the final determination of any action, exhibits not part of the file of the case shall be removed from the courthouse by counsel for a party or the self-represented party who offered them. If any such exhibits are not so removed within three months thereafter, the clerk may, after two weeks' notice to the attorneys of record or self-represented parties in the case, destroy them, except that any exhibits that the clerk determines to be of value may be transferred to the Treasurer of State for disposition as abandoned property in the manner provided by law.
3. Valuable or Bulky Exhibits. A party who offers valuable exhibits shall be responsible for their insurance and protection. In case of appeal, the appellant shall be responsible for the transportation of bulky exhibits.

For the Court,

\_\_\_\_\_/s/\_\_\_\_\_  
Leigh I. Saufley  
Chief Justice

Promulgation Date: June 29, 2005

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**Historical Derivation of JB-05-22:**

Custody, Removal, and Disposal of Exhibits

AO Dated: January 16, 1986

Signed by: Vincent L. McKusick, Chief Justice; and David A. Nichols, David G. Roberts, Elmer H. Violette, Daniel E. Wathen, Caroline D. Glassman, Louis Scolnik, Associate Justices, Maine Supreme Court