

Exhibit index

A blank index of exhibits you can print and fill in by hand.

An exhibit index is a list of the documents you are attaching, so a reader can find any one of them without going through the whole stack. California Rules of Court, rule 3.1110(f)(1) says an index must be provided, must briefly describe each exhibit, and must identify its number or letter and its page number. Those three things are the three columns this sheet is built around. The other two columns, the date on the document and how many pages it runs to, are not required by the rule. They are here because they make the sheet easier to fill in and easier to check.

You do not need a computer to use this. Print it, write on it, and photocopy the grid sheet as many times as you need.

HOW TO FILL IT IN

1. Put the stack in the order you want it read

Whatever order you choose, use the same order on the index, in the stack itself, and in any chronology. One simple option is date order, oldest first. Do this before you write anything down, because the page numbers depend on it.

2. Give each exhibit one designation

Write one letter or one number per exhibit in the first column, in the order they appear. Use that same designation everywhere you refer to that document. The state's self-help guide says exhibits are traditionally numbered for one side and lettered for the other, and that courts differ, so it tells you to check with your court. That is why this column is left blank.

3. Describe each exhibit briefly, by what it is

The rule asks for a brief description. Describe the document, not what you believe it proves. "Text messages between me and the other parent, March 3 to March 9, 2026" is a description. "Proof he lied" is not, and it is the kind of line that makes a reader stop reading the exhibit and start reading you.

4. Number every page, then fill in the last column

Rule 3.1110(c) asks for one consecutive run of Arabic numerals beginning with the first page. That means you keep counting straight through the exhibits rather than starting again at 1 inside each one. Write the page an exhibit starts on. Filling the page column in last, after the stack is numbered, saves redoing it.

5. Separate paper exhibits

Rule 3.1110(f)(3) describes a hard separator sheet with a tab that sticks out past the bottom of the page, carrying the exhibit designation. Stationery shops and most copy shops sell blank tab dividers. Some courts and law libraries will tell you what they expect here, and it is worth asking.

6. Flag anything not in English

Rule 3.1110(g) requires an English translation certified under oath by a qualified interpreter. If an exhibit is in another language, note it on the index now so you do not discover it the night before.

7. Bring enough copies

Writing about a trial, the state's self-help guide says to bring enough copies that you can give separate ones to the witness, the judge, the other side or their lawyer if they have one, and the jury if there is one. A hearing is not a trial, and courts differ on how many copies they want and when. Ask your court or your court's self-help center, and ask before the day.

WHAT A FILLED-IN ROW LOOKS LIKE

Exhibit	Brief description of the exhibit	Date on the document	Pages	Starts on page
A	Text messages between me and the other parent, March 3 to March 9, 2026	03/03/2026	4	12
B	Voicemail transcript, March 8, 2026	03/08/2026	1	16
C	School attendance record, spring 2026	05/30/2026	2	17

A filled-in row looks like this. Exhibit A runs 4 pages starting at page 12, so Exhibit B starts at page 16.

WHERE THIS COMES FROM

Every procedural statement above is one of the following, quoted in full so you can check it yourself. Nothing here is our opinion about your case.

California Rules of Court, rule 3.1110(f)(1)

"An index of exhibits must be provided. The index must briefly describe the exhibit and identify the exhibit number or letter and page number."

Rule 3.1110 amended effective January 1, 2017. https://courts.ca.gov/cms/rules/index/three/rule3_1110

This is the whole basis for the three columns the rule cares about: a designation, a brief description, and a page number.

California Rules of Court, rule 3.1110(c)

"Documents must be consecutively paginated. The page numbering must begin with the first page and use only Arabic numerals (e.g., 1, 2, 3). The page number may be suppressed and need not appear on the first page."

Rule 3.1110 amended effective January 1, 2017. https://courts.ca.gov/cms/rules/index/three/rule3_1110

Consecutive means one run of numbers across the whole thing, not a fresh count inside each exhibit.

California Rules of Court, rule 3.1110(f)(3)

"Each paper exhibit must be separated by a hard 8 1/2 x 11 sheet with hard paper or plastic tabs extending below the bottom of the page, bearing the exhibit designation."

Rule 3.1110 amended effective January 1, 2017. https://courts.ca.gov/cms/rules/index/three/rule3_1110

The rule text uses the one-half fraction character, written here as 8 1/2 so it prints on any printer.

California Rules of Court, rule 3.1110(f)(2)

"Pages from a single deposition must be designated as a single exhibit."

Rule 3.1110 amended effective January 1, 2017. https://courts.ca.gov/cms/rules/index/three/rule3_1110

California Rules of Court, rule 3.1110(f)(4)

"Electronic exhibits must meet the requirements in rule 2.256(b). Unless they are submitted by a self-represented party, electronic exhibits must include electronic bookmarks with links to the first page of each exhibit and with bookmark titles that identify the exhibit number or letter and briefly describe the exhibit."

Rule 3.1110 amended effective January 1, 2017. https://courts.ca.gov/cms/rules/index/three/rule3_1110

Read the words after the comma carefully. The bookmark requirement is written so that it does not reach a party filing without a lawyer.

California Rules of Court, rule 3.1110(g)

"Exhibits written in a foreign language must be accompanied by an English translation, certified under oath by a qualified interpreter."

Rule 3.1110 amended effective January 1, 2017. https://courts.ca.gov/cms/rules/index/three/rule3_1110

California Rules of Court, rule 5.2(d)

"Except as otherwise provided in these rules, all provisions of law applicable to civil actions generally apply to a proceeding under the Family Code if they would otherwise apply to such proceeding without reference to this rule. To the extent that these rules conflict with provisions in other statutes or rules, these rules prevail."

Rule 5.2 amended effective July 1, 2026. https://courts.ca.gov/cms/rules/index/five/rule5_2

Rule 3.1110 sits in the civil rules, not the family rules. This is the rule that says how the civil rules reach a Family Code case. It is quoted here so you can read it yourself rather than take our word for it.

California Courts Self Help Guide, How to introduce exhibits at a trial

"Check with your court before your trial to find out what procedure and labeling conventions your court follows so you know what to expect."

Read August 10, 2026. <https://selfhelp.courts.ca.gov/how-introduce-exhibits-trial>

This is why the first column of the grid is blank rather than printed with A, B, C. The state's own guide notes that exhibits are traditionally numbered for one side and lettered for the other, and that courts differ.

California Courts Self Help Guide, How to introduce exhibits at a trial

"Bring enough copies of the exhibits so that you can give separate copies to the witness, the judge, the other side or their lawyer if they have one, and the jury if you are in a jury trial."

Read August 10, 2026. <https://selfhelp.courts.ca.gov/how-introduce-exhibits-trial>

This one is about a trial. A hearing on a request for court order is not a trial, and courts differ on how many copies they want and when, which is why the step says to ask.

California Rules of Court, rule 5.111(a)

"A declaration included with a request for court order or a responsive declaration must not exceed 10 pages in length. A reply declaration must not exceed 5 pages in length, unless: (1) The declaration is of an expert witness; or (2) The court grants permission to extend the length of a declaration."

Rule 5.111 adopted effective January 1, 2013. https://courts.ca.gov/cms/rules/index/five/rule5_111

California Rules of Court, rule 5.112.1

"The Judicial Council form portion of a declaration does not count toward the page limitation for declarations specified in rule 5.111."

Rule 5.112.1 adopted effective January 1, 2013. https://courts.ca.gov/cms/rules/index/five/rule5_112_1

The same rule then lists documents that may be attached without counting toward the limit. One of the listed items is "Exhibits attached to declarations." Read the list on the official page before you rely on it.

BEFORE YOU USE THIS

This is a blank organizing template. It is general information, not legal advice. It does not tell you what to file, what your evidence means, or whether you have enough of it.

Courts can have their own local rules and their own labeling conventions. Check your court's local rules before you file, or ask at your county law library or your court's self-help center. Both are free.

Nobody has reviewed what you write on this sheet. If you want advice about your case, talk to a lawyer.

Rule text quoted here was read from courts.ca.gov on August 10, 2026. Rules change. Read the current rule before you rely on it.

Exhibit index

Your name

Case number

Court (county)

Hearing date

These exhibits are attached to (name of the document)

Index page ____ of ____

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