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Instructions – Parent’s Exhibit List

An Exhibit List is a document where you list all the evidence you want to use at your Due Process Hearing. Your evidence can include documents, videos, audio recordings, photos or other records. Labeling and organizing your exhibits helps make sure everyone can easily find your exhibit during the hearing.

Listing exhibits on your exhibit list does not mean that you will automatically be allowed to use them during the hearing. The other side may object to one or more of your exhibits. Your Impartial Hearing Officer (IHO) may also limit which exhibits you may use. Be ready to explain why each exhibit is relevant or important to your case.

Using this Form

You can use this form to create your Exhibit List or can create your own using the same format. If you are using this form, follow these instructions. Fill in the form electronically or print it out and write in the boxes.

Heading

In the boxes below “In the Matter of” enter the student’s name in this order: Last, First. On the right-hand side, fill in your 6-digit case number.

Order of Exhibits

Generally, you should list exhibits “chronologically.” List your oldest exhibit is first and your newest exhibit last.

“Exhibit” Column

In the column labeled “Exhibit,” enter a letter for each exhibit (A, B, C, etc.). If you run out of letters, repeat the alphabet by using double or triple letters (AA, BB, CC . . . XX, YY, ZZ, AAA, BBB).

“Date” Column

In this column, list the date your exhibit was created. If an exhibit has more than one date (for example, a group of emails between two people), list all the dates or a date range (1/1/2022-1/30/2022). If you do not know the date the exhibit was created, enter your best guess or write “Unknown.”

“Title/Description” Column

In this column, give each exhibit a name. If the document has a title or name already, use that that (for example, “IEP” or “Speech-Language Evaluation”). If the exhibit does not already have a title/ name, write a description of the exhibit (for example, “Emails between Parent and P.S. 12 Principal about tutoring” or “Pictures of Classroom”).

“# of Pages” Column

In this column, list the number of pages for each exhibit. If your exhibit is a video, audio recording, or something else where the number of pages does not apply, leave the box blank or enter N/A for “Not Applicable”.

Example

Below is an example of how to fill out this form.

SAMPLE EXHIBIT LIST

<u>Exhibit</u>	<u>Date</u>	<u>Title/Description</u>	<u># of Pages</u>
A.	7/1/2022	Due Process Complaint	4
B.	6/1/2022	Neuropsychological Evaluation	15
C.	6/15/2022	IEP	13
D.	6/15/2022	Audio Recording of IEP Meeting	N/A
E.	6/17/2022	Pictures of classroom	2