**Local Rule G5102 and G5103-JUDICIAL ADMINISTRATION-CUSTODY OF EXHIBITS**

**Rule G5102. Custody of Exhibits. General Provisions.**

 **Unless otherwise provided by the presiding judge, the docketing office where the action is filed is now designated as the “Custodian,” as defined by Pa.R.J.A. 5101(a)(2), for all exhibits accepted or rejected during court proceedings.**

 **(a) Any digital exhibit that cannot be printed (i.e., audio or video recording) shall be entered into the record on a Universal Serial Bus (USB) flash drive (or other format if expressly approved by the Court). If one party has multiple digital exhibits, they may be submitted together on one USB flash drive.**

**Rule G5103. Custody of Exhibits. Special Provisions.**

**Unless otherwise provided by the presiding judge, at the conclusion of the court proceeding, the Custodian shall retain all non-documentary evidence for safekeeping as required by any applicable retention schedule, statute, rule, regulation, or policy, or until further order of court.**