

United States District Court
Western District of Washington
At Seattle

Honorable James L. Robart

Updated August 2009

PROCEDURES FOR HANDLING EXHIBITS

1. Exhibit tags can be obtained from the clerk at the pretrial conference or from the Clerk's Office.
2. All trial exhibits must be pre-marked by counsel. Plaintiff's exhibits shall be numbered consecutively beginning with number 1. Defendants exhibits shall be numbered consecutively beginning with the number A-1. Duplicated documents shall not be listed twice on the exhibit list. Once a party has identified an exhibit on the exhibit list or in the pretrial order, any party may use it.
3. If the exhibit or witness list is revised at any time after it is filed with the court, counsel shall file a revised list with the court.
4. Each set of exhibits shall be submitted in a three-ring binder with appropriately numbered tabs.
5. The original and one copy of the exhibits/depositions are to be delivered to the In-Court Clerk one day before the start of the trial.
6. Jurors have high expectations about the lawyers' ability to operate the evidence presentation devices in the courtroom. Training is strongly encouraged.