

PROCEDURES FOR HANDLING TRIAL EXHIBITS

HONORABLE TIFFANY M. CARTWRIGHT

Instructions for Attorneys

Judge Cartwright requires 2 binders of paper copies and 2 thumb drives (electronic) from each party unless otherwise instructed by the Courtroom Deputy.

During deliberations the admitted exhibits can be reviewed by the jury, in the jury room, in electronic form.

Submitting Exhibits:

1. All exhibits must be pre-marked by counsel using the following format:
Cause No.: _____
Plaintiff or Defendant Exh #: _____
Admitted: (leave blank)
2. Plaintiff's exhibits shall consecutively be marked beginning with number 001-499.
3. Defendant's exhibits shall consecutively be marked beginning with number 500-forward.
4. **Duplicate 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.
5. 2 sets of paper copies for each party shall be submitted to the Courtroom Deputy the morning of trial in binders with tabbed dividers between exhibits and shall be marked on the side of binder 1) Clerk and 2) Judge.
6. 2 sets of thumb drives for each party must be submitted to the Courtroom Deputy the morning of trial. Exhibits must be in PDF format and should be scanned using Optical Character Recognition if possible and encoded as a searchable PDF. The exhibits should be named the same (see above) as paper exhibits (Plaintiff = 001-499, Defendant = 500-forward).
7. Exhibits that contain audio or video must be playable in Windows Media Player OR VLC Media Player. (Video files requiring their own unique codec or media player are **not acceptable** and need to be converted to an acceptable format to work with approved players.)
8. A joint exhibit list in Microsoft Word format (auto numbering turned off) must be emailed to the Courtroom Deputy prior to the trial date and follow the same numbering system as the paper exhibits. This exhibit list can be found on the website.

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TRIAL EXHIBIT LIST

Exh	Description	Authenticity Disputed (Y/N)	Admissibility Disputed (Y/N)	Admissibility Stipulated (Y/N)

9. If new exhibits are admitted during trial, counsel must email daily the Courtroom Deputy the description of the admitted exhibit(s) and (depending on number of exhibits or size) must either email the PDF with the correct new exhibit number or deliver a thumb drive with only the newly admitted exhibits attached. Paper versions must also be provided with new dividers.
10. If you intend to use the courtroom equipment during trial, please refer to the court's website and be adequately trained to operate the equipment prior to the first day of trial. <http://www.wawd.uscourts.gov/attorneys/trial-support/courtroom-technology>