

## PROCEDURES FOR HANDLING EXHIBITS

1. All trial exhibits must be pre-marked by counsel. Exhibit tags may be obtained from the Clerk's Office. In the alternative, counsel may create stickers or stamps that conform to this format:

Plaintiff's (or Defendant's) Exhibit Cause No. _____ Exhibit No. _____
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2. Plaintiff's exhibits shall be numbered consecutively beginning with 1; Defendant's exhibits shall be numbered consecutively beginning with the next number sequence not used by Plaintiff. (*e.g.*, if Plaintiff has 180 exhibits, Defendant should begin numbering its exhibits at 200. Defendant's exhibits shall not be labeled A-1, A-2, etc.)
3. Duplicate documents **shall not** be listed twice on the parties' exhibit lists or in the pretrial order. Once a party has identified an exhibit on the exhibit list or in the pretrial order, any party may use it.
4. If the exhibit list or pretrial order is revised at any time after it is filed with the Court, counsel shall file a revised exhibit list or pretrial order with the Court which includes ONLY the revisions that have been made. The parties shall also submit the revised list in Word format to [victoria\\_ericksen@wawd.uscourts.gov](mailto:victoria_ericksen@wawd.uscourts.gov)
5. Exhibits to which counsel has stipulated to admissibility are not admitted until the Court formally admits the exhibits on the record. The Court will typically not admit exhibits unless they have been or will be shown or described to the jury in open court.
6. Each set of exhibits shall be submitted in a three-ring binder with appropriately numbered tabs. Unless necessary to preserve an exhibit, exhibits should not be placed in plastic sleeves. Additional numbered tabs shall be provided in the event additional exhibits are marked during trial.
7. If additional exhibits are marked in the course of trial (for example, for impeachment purposes), counsel must provide extra copies of the exhibits for opposing counsel and for the Court.
8. By the deadline set forth by the Court, counsel shall submit two complete sets of exhibits (the original for the courtroom deputy and a copy for the Court). The exhibits shall be delivered to Chambers, NOT to the Clerk's Office.
9. If the courtroom technology will be used at trial, you are responsible for participating in the training program offered by the Court prior to the commencement of trial. Training is offered the first and third Wednesday of every month at 3:00 p.m. in Courtroom 18A of the Seattle courthouse. No reservation is necessary to attend the training. Absent extraordinary circumstances, trial will not be delayed due to difficulties with the technology.