

PROCEDURES FOR HANDLING TRIAL 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 160 exhibits, Defendant should begin numbering its exhibits at 200. Defendant's exhibits shall not be labeled A-1, A-2, etc.). Subparts and subnumbers shall not be used absent leave of the court.
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 proposed pretrial order is revised at any time after it is filed with the court, the parties shall email a revised list in Word format which sets forth ONLY the revisions that have been made to 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. Two sets of exhibits shall be delivered to the courtroom deputy. 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 copies of the exhibits for opposing counsel, the court, and the witness.
8. If the courtroom technology will be used at trial, counsel and the pro se parties are responsible for participating in the training program offered by the Court prior to the commencement of trial. Training can be requested through the Court's website. Absent extraordinary circumstances, trial will not be delayed due to difficulties with the technology.