

United States District Court
Western District of Washington

Honorable Marsha J. Pechman

PROCEDURES FOR HANDLING PAPER EXHIBITS

1. Exhibit tags can be obtained from the Clerk's Office or from the clerk at the pretrial conference. Exhibit tags generated electronically are also acceptable
2. All trial exhibits must be pre-marked by counsel. Plaintiff's exhibits shall be numbered consecutively beginning with number 1. Defendant's exhibits shall be numbered consecutively beginning with the next number series (i.e. 200) not used by the plaintiff. If multiple parties, each parties exhibits shall be numbered consecutively beginning with the next number series not used. 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.
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. The original and one copy of the exhibits/depositions are to be delivered to Grant Cogswell, Courtroom Deputy Clerk, the Thursday prior to trial or upon other arrangements made with the clerk. If JEEPS (Jury Electronic Evidence Presentation) is being used, only one set of paper exhibits is required.
5. Each set of exhibits shall be submitted in individual file folders (not in notebooks or binders) with appropriately numbered tabs.
6. If the DEPS equipment will be used by any party at trial, the party shall make arrangements to attend the technology training provided by the court. At the pretrial conference, the parties must make arrangements with Grant Cogswell, Courtroom Deputy Clerk, to schedule a time to test any equipment that the parties wish to use at trial.