

# Procedures for Handling Exhibits

## (Paper Format)

1. Exhibit stickers/labels can be obtained from the Clerk's Office, the courtroom deputy at the pretrial conference, or parties may create their own label.

Example:

|                  |
|------------------|
| Cause # _____    |
| Pltf Exh # _____ |
| Admitted _____   |

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 number A-1.** 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. Exhibits should be in a binder with tabbed dividers between exhibits. Each binder shall identify which exhibit numbers are contained within that binder on the front of the binder, as well as on the binder spine. *Example: (Pltf Exhibits 1-25) (Dft Exhibits A1-A25)*  
  
The Court's exhibit binders (bench copies) should be delivered to Dara Kaleel, Courtroom Deputy Clerk, Thursday prior to trial, or upon other arrangements made. The originals (witness stand) should be brought to court the first day of trial, along with the electronic exhibit versions.
4. If the exhibit or witness list is revised at any time after it is initially filed with the court, counsel shall email an updated list in word format to Dara Kaleel at [dara\\_kaleel@wawd.uscourts.gov](mailto:dara_kaleel@wawd.uscourts.gov).
5. If the DEPS equipment will be used by any party at trial, that party shall make arrangements to attend the technology training provided by the court.

<http://www.wawd.uscourts.gov/courtservices/technologyinthecourtroom.htm>