

PROCEDURES FOR HANDLING EXHIBITS

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 should 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.

All trial exhibits must be pre-marked by counsel. Exhibit labels may be obtained from the Clerk's Office or counsel may create their own.

Example:

Case # _____
Exhibit # _____
Admitted _____

If the exhibit or witness list is revised at any time after it is filed with the court, Counsel shall email an updated list in Word format to Tyler Campbell, Courtroom Deputy, at tyler_campbell@wawd.uscourts.gov.

- 1) The original set of exhibits (witness) shall be submitted in binders with tabbed dividers between each exhibit.
- 2) A second set of exhibits for the Court should also be in tabbed binders.

Each binder shall identify the exhibit numbers contained within the binder on the front of the binder, as well as on the spine.

The Court's copies should be delivered to Tyler Campbell in the clerk's office, the Thursday prior to trial, or upon other arrangements made with the Courtroom Deputy during the Pretrial Conference or through other communications. All other exhibits may be brought the first day of trial.

Judge Bryan expects counsel to be familiar with the courtroom technology used during trial. Counsel and/or their support staff shall make arrangements to attend the technology training offered by the court. www.wawd.uscourts.gov/attorneys/trial-support/courtroom-technology