

## Procedures for Handling Exhibits

1. Exhibit stickers/labels/tags can be obtained from the Clerk's Office before or after the pretrial conference. **You may use any sticker or stamp that conforms to this format:**

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. 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 and submit a revised list in Word format to [Mary\\_Trent@wawd.uscourts.gov](mailto:Mary_Trent@wawd.uscourts.gov)
4. The original set of exhibits shall be submitted in binders with tabbed dividers between exhibits and shall be marked on the side of binder "Clerk/Original"
5. A second and third set of exhibits (copies) for the Court should also be in binders with tabbed dividers between exhibits and shall be marked on the side of binder "Judge Copy" and "Witness Copy"
6. Originals and copies should be delivered to Mary Trent, Courtroom Deputy Clerk, on the morning of the first day of trial.
7. 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.  
<http://www.wawd.uscourts.gov/attorneys/trial-support>