

DEPARTMENT C14 EXHIBIT PROCEDURES

(Revised 12-21-2009)

If you are set for Trial Dept. C14, exhibits must be pre-marked before the case starts.

1. Only numbers should be used when marking exhibits. **EXHIBITS SHOULD NOT BE MARKED AS 1.1, 1.2 OR 1A, 1B.** Each exhibit should bear its own tag. At the onset, please try to number consecutively, without any gaps. If this cannot be done, please designate blocks of numbers for each party (i.e. Plaintiff 1-100 / Defendant 101-200) and advise the clerk at check-in on the day of trial. Counsel should **jointly** prepare an exhibit list. Only one exhibit list is to be turned in to the clerk prior to the commencement of trial.

1. Counsel **SHALL AVOID DUPLICATE EXHIBITS.** Each exhibit should be listed by exhibit number together with a very brief description. A sample blank exhibit list is attached hereto for your use, along with one **GREEN** exhibit tag sheet. (Please Xerox on **GREEN** paper if more tags are required). The Court requires 4 copies of the exhibit list (1 for the Court, 2 for the clerk and 1 for the court reporter) Counsel should also have their own copy of the exhibit list and attempt to keep track of additional exhibits submitted during trial.

2. On the Exhibit Tag, it is not necessary to designate exhibits as Plaintiff's or Defendant's. Refer to exhibits as 'Joint' by marking the appropriate box on the tag.

3. Page numbers should be placed on all pages of multi-page documents for easier reference. During trial, these exhibits must be referred to first by exhibit number, then by page number.

4. If there are more than a dozen exhibits, and to the extent that exhibits are standard size and not too bulky, they shall be placed in 3-ring binders with tabbed dividers. Each tab should bear the corresponding exhibit number. The original exhibits, which will be used by witnesses' shall be the only binder with tabs **and GREEN exhibit tags; these are the official exhibits.** Another set of binders, similarly tabbed, should be prepared for the court and for each counsel.

5. When exhibits are submitted to the clerk prior to the commencement of the trial, counsel shall be prepared to advise the clerk of any items on the submitted exhibit list which have been pre-designated as exhibits, but are not being physically turned over to the clerk's possession at that time; i.e.: to be brought in by witnesses, other parties or expected in response to a subpoena.

6. If counsel plan to use enlargements of exhibits (commonly referred to as blow ups) or transparencies for use with an overhead projector, such blow ups and transparencies should **NOT** be used as original exhibits. Instead a normal size paper version of the exhibit should be marked and treated as the official exhibit. Blow ups and transparencies

are informally marked with the same exhibit number and should be referred to and described as “blow up or transparency of exhibit No. 1.”

7. Photographs are not to be marked collectively. Each photograph or computer imaged/scanned photographs must bear its own exhibit number and GREEN exhibit tag.
8. All exhibits, once marked, will remain in the clerk’s possession until proceedings have been concluded.

Exhibits will be returned to the submitting party at the conclusion of the proceedings, pursuant to Stipulation and Order signed and filed by Court and counsel at onset of trial.

Please call the clerk if you have any questions.
Stacie D. Turner, Clerk -Dept. C14
(657) 622-5214