

**\*\*\* ATTENTION ALL ATTORNEYS AND PRO SE LITIGANTS \*\*\***

**PROCEDURES REGARDING EXHIBITS FOR ALL TRIALS AND HEARINGS**

1. All exhibits MUST be marked appropriately: P-1, P-2 or R-1, R-2, etc.
2. Each party MUST provide the Court and Court Reporter with an Exhibit List prior to hearing or trial commencing.
3. DO NOT USE letters as Exhibit designations: A, B, etc.
4. Before any hearing or trial, you MUST have copies of each Exhibit you intend to offer.
5. The original exhibits upon being admitted will be provided to the Court Reporter and will NOT leave her possession and control once admitted.
6. You MUST have a copy of the Exhibit for the Judge, each opposing counsel, Amicus or Ad Litem Attorney and Pro Se party.
7. Attorneys are solely responsible to ensure and keep track of which Exhibits have been offered AND admitted.
8. At the conclusion of any hearing or trial, all attorneys and Pro Se Litigants shall be required to sign a declaration as provided by the Official Court Reporter that all offered and admitted Exhibits are in her possession.
9. Attorneys shall provide the court reporter with a USB containing all exhibits they intend to offer. Paper exhibits will be returned to the Attorneys at the conclusion of trial.

Thank you for your cooperation.

Germaine J. Tanner  
Judge, 311<sup>h</sup> District Court

Updated January 2019