

*** 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; R-1, R-2, etc.
2. DO NOT USE letters as exhibit designations: A, B, etc.
3. Each party MUST provide the court and court reporter with an exhibit list PRIOR to hearing or trial commencing.
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, ad litem, and/or pro se party.
7. Attorneys are solely responsible to ensure and keep track of which exhibits have been offered and admitted. Offered exhibits should be considered part of the record for appeal purposes.

Thank you for your cooperation.

Germaine J. Tanner
Judge, 311th District Court