

## Exhibit List Instructions

In order to expedite your trial, and pursuant to the pre trial conference order. All exhibits must be marked with **ADHESIVE LABELS** prior to trial. Please do not staple or paperclip the labels to the exhibits. All adhesive labels must be affixed on the back of the last page of the exhibit in the bottom left hand corner. In addition, an Exhibit List of all exhibits must be completed. The Clerk's office is providing all civil attorneys with a format to use when labeling and describing exhibits.

### **LABEL – AVERY #5963**

STYLE _____	VS. _____
CASE# _____	DIVISION _____
I.D. _____	EVIDENCE _____
NAME OF PLTF/DEF _____	
EXHIBIT# _____	DEPUTY CLERK _____

The **Exhibit List** is attached as page two.

- List exhibits numerically not alphabetically.
- Make sure number on the exhibits match those on the exhibit list.
- Please have a copy of the exhibit list for the court and the court clerk.
- All exhibits and Exhibit list are to be taken to the courtroom by the attorney the day of the trial.
- Some Judges may require you to deliver the labeled exhibits to the Clerk's office the Friday before the trial.

**PLEASE NOTE:** Please insure all exhibits are labeled, in order and the exhibit list is completed prior to the beginning of court. **You must prepare an exhibit binder for the court, clerk and all witnesses. The clerk's binder must have labels attached.**

For further assistance, please call the Circuit Civil Division at (813) 276-2029, ext. 3936.



