

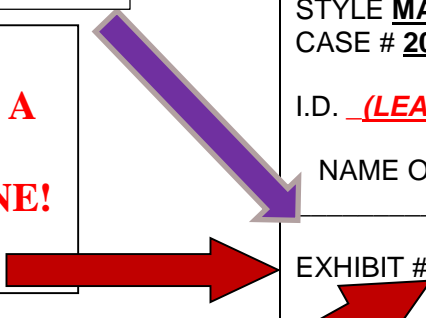
MEMORANDUM

TO: Trial / Evidentiary Hearing Attorney(s)
FROM: Circuit Civil Division
SUBJECT: Trial Exhibits

Exhibits must be marked with **SELF-ADHESIVE WHITE LABELS (RECOMMENDED -AVERY 5963)** prior to trial. All self-adhesive labels **must be affixed on the back of the last page of the exhibit on the bottom left hand corner.** In addition, an Exhibit List of all exhibits must be completed **(see page 2).**

LABEL – AVERY 5963 (or anything similar in size) (Recommended Actual Size)

ENTER THE WORD: PLTF or DEFT or JOINT ON THIS LINE	STYLE <u>MARLETTE</u> vs. <u>CARULLO</u> CASE # <u>20-CA-8712</u> DIVISION: <u>I</u> I.D. <u>(LEAVE BLANK)</u> EVIDENCE <u>(LEAVE BLANK)</u> NAME OF PLTF / DEFT / JOINT _____ EXHIBIT # _____ DEPUTY CLERK <u>(LEAVE BLANK)</u>
THERE SHOULD BE A NUMBER ON THIS LINE! 1, 2, 3, etc...	



PLEASE NOTE:

List all exhibits **numerically** making sure the number on the exhibits match those on the exhibit list. Ensure all exhibits are labeled properly (see above) and placed in a 3-Ring Binder. Exhibits should be separates by tabs to ensure that every page of each exhibit stays together.

Please have the clerk's copy of all (labeled) exhibits available the morning of your trial.

Please list lead attorney who will be present for trial along with their bar number.

EVIDENCE DATA SHEET – CIVIL COURTS					No.
Please see the attached exhibit list for your use.					
Atty Name & Address			TRIAL DATES :		
DEFT			Deputy Clerk:		
Atty Name & Address			Bar #:		
Judge :			Ct Rptr:		
			BAILIFF:		

EXH #	DESCRIPTION OF PLTFS or DEFTS or JOINT EXH'S	MRK'D	RCV'D	OBJ W/ or W/O	LOCAL
1					
2					
3					

Inventoried By: _____ LEAVE ALL OF THIS SECTION BLANK _____ Date: _____ LEAVE BLANK _____

NOTE:

THIS LINE / INFORMATION MUST BE
AT THE BOTTOM OF EVERY PAGE OF
YOUR EXHIBIT LIST. REGARDLESS OF
WHETHER YOUR LIST IS (1) ONE PAGE
OR (10) PAGES.
THANK YOU!

Exhibit list: Please provide the Court with two copies of your exhibit list, one for the Judge and the other must accompany your exhibits for the clerk.

PLAINTIFF / DEFENDANT / JOINT EXHIBIT LIST – CIVIL COURT

 PLTF

CASE NO: _____

DIVISION: _____

BAR #: _____

TRIAL DATE(S): _____

 PLTF ATTY NAME & ADDRESS

VERDICT DATE: _____

VS.

DEPUTY CLERK: _____

 DEFT

CT RPTR: _____

 DEFT ATTY NAME & ADDRESS

BAR #: _____

BAILIFF: _____

JUDGE: _____

EXH #	DESCRIPTION OF EXHIBITS	MRK'D	RCV'D	W/ or W/O OBJ	LOCAL
		LEAVE THESE BOXES BLANK			

THIS BOX MUST BE AT THE BOTTOM OF EVERY PAGE OF EXHIBIT LIST

INVENTORIED BY: _____ DATE: _____

CASE NO: _____ DIVISION: _____ FORM NO: _____

[illegible]

INVENTORIED BY: _____ DATE: _____

CASE NO: _____ DIVISION: _____ FORM NO: _____

[illegible]

INVENTORIED BY: _____ DATE: _____