

## Exhibits

- The parties must exchange FULL SETS of intended exhibits prior to trial. Exhibits which have been attached to pleadings or provided as discovery responses are not considered to be exchanged for purposes of trial preparation.
- Exhibits must be marked for identification (Movant/Plaintiff-numbers and Respondent/Defendant-letters).
- Multi-page exhibits should be individually page-numbered.
- Expert witnesses must be specifically identified.
- **The courtroom is equipped for electronic evidence presentation and the Court is now requiring its use for all hearings.** The guidelines for courtroom technology are available on the Court's website under "Judges' Info" at <http://www.cob.uscourts.gov>. A pdf copy of each exhibit shall be delivered to chambers **two business days prior to the start of the hearing**, by thumb drive. Each exhibit shall be saved as a separate pdf file. The thumb drives shall be placed in an envelope addressed to "MER Chambers" and deposited in the drop box in the lobby of the Custom House at 721 19<sup>th</sup> Street, Denver, Colorado. Federal Express or other overnight delivery packages may be addressed to U.S. Bankruptcy Court, Attn: MER Chambers, 721 19th Street, Denver, CO 80202. Phone number: 720-904-7303. No additional thumb drives are required at the start of the hearing. The Court will consider timely requests to use paper exhibits on a case-by-case basis.
- The parties are **strongly encouraged** to confer prior to the hearing as to whether or not exhibits may be stipulated to in advance.