

Exhibits

At the Commencement of the Trial/Evidentiary Hearing.

- Each party shall provide the original and two (2) additional copies of all exhibits to the Law Clerk (**three total**). Two (2) copies are for the Court. The original exhibits are to be used by the witness.
- Each exhibit must have been marked for identification before the trial or hearing. (Plaintiff-numbers and Defendant-letters). Exhibits should be placed in a three-ring binder and indexed (see exhibit form in the FORMS section of this website).
- All exhibits that are longer than 10 pages should be page-numbered consecutively. (1-???)
- Each exhibit should bear a label which contains: (1) case or proceeding number, (2) date of trial/hearing, and (3) letter or number. Judge Romero generally follows the U.S. District Court for the District of Colorado with regard to the marking of exhibits, as follows:

Numbers/yellow

Plaintiff
Movant/Applicant
Debtor*

Letters/blue

Defendant
Respondent/Objector
Creditor*

*Debtor and Creditor designations should only be used in those rare instances when other designations are inappropriate (i.e., claims objections).

At the Conclusion of the Trial/Evidentiary Hearing.

- Counsel/parties are responsible for retaining their own exhibits after conclusion of the trial/hearing until 60 days after the Court's order/disposition becomes final and non-appealable. Parties may be asked to sign a stipulation to this effect prior to the commencement of the trial/hearing.