

Exhibits

Honorable Joseph G. Rosania, Jr.

Courtroom B

Use of Exhibit Notebooks at Trials and Evidentiary Hearings

I. Traditional Trials and Evidentiary Hearings

These guidelines supplement Local Bankruptcy Rule 9070-1.

This Court requires the preparation of exhibit notebooks at all trials and evidentiary hearings as follows:

- Attorneys/Parties must prepare three (3) exhibit notebooks (original + 2). Each notebook must be a 3-ring binder that does not exceed three inches in width. Each notebook must contain a List of Witnesses and Exhibits and all exhibits appropriately marked and tabbed.

Attorneys/Parties must prepare their exhibits in an organized and sequential fashion marked clearly with the following:

- Plaintiff/Movant shall mark exhibits using numbers and tab each exhibit with the corresponding number.
- Defendant/Respondent shall mark exhibits using letters and tab each exhibit with the corresponding letter.

Exhibit markers should not obstruct any part of the exhibit.

Exhibit Notebooks should be provided to the Law Clerk or Courtroom Deputy prior to the scheduled trial or hearing.

Multi-page exhibits shall be individually page numbered and printed single-sided.

Unless otherwise ordered, the parties must exchange full sets of exhibits prior to trial as set forth in the scheduling order and/or L.B.R. 9070-1.

The Court will not receive evidence by telephone or declaration absent the filing of a motion setting forth extraordinary circumstance filed not less than three (3) days before the scheduled trial or hearing.

II. Use of Electronic Evidence at Trials and Evidentiary Hearings

This Court requires all Attorneys/Parties who want to present evidence electronically to comply with this Court's "Courtroom Technology Procedures" which is posted on this website.

Each party shall prepare a USB flash drive that includes a copy of the List of Witnesses and Exhibits and all exhibits must be appropriately marked as follows:

- Plaintiff or Movant shall mark exhibits with numbers.
- Defendant or Respondent shall mark exhibits with letters.

Exhibit markers should not obstruct any part of the exhibit.

All exhibits should be saved in PDF format and named as follows:

- Exhibit Marker-Exhibit Name

(Example: Number or Letter-Documents Name)

In addition to providing a USB flash drive, this Judge **requires** each party to prepare and tender an exhibit notebook to the Court as instructed in the above “Traditional Trials and Evidentiary Hearings” for his use during the trial/evidentiary hearing. Exhibit Notebooks shall be provided to the Law Clerk and/or Courtroom Deputy prior to the scheduled trial or hearing.

III. Conclusion of the Trial/Evidentiary Hearing

Pursuant to L.B.R. 9070-1(a)(3), Attorney’s/Parties must retain custody of their respective original exhibits and deposition transcripts until such time as all need for the exhibits and deposition transcripts has terminated and the time for appeal has expired, or all appellate proceedings have been terminated, plus 60 days. In the event an appeal is filed, Attorneys/Parties must provide their exhibits pursuant to the direction of the appellate court.