

**UNITED STATES BANKRUPTCY COURT
EASTERN DISTRICT OF VIRGINIA**

INSTRUCTIONS FOR PREPARING EXHIBIT LIST AND PRE-MARKING EXHIBITS

Exhibit List

The Exhibit List must be typewritten, double spaced, and should briefly describe each Exhibit to be introduced at trial. The “identified” and “admitted” columns should be left blank.

Exhibits

Each Exhibit should be numbered using a colored adhesive label in accordance with the following:

- * Plaintiff - Yellow Numerically, #1, #2, #3, etc.
- * Defendant - Blue Alphabetically, A, B, C, etc.
followed by AA, AB, AC, etc.,
then BA, BB, BC, etc.
- Government - Yellow Numerically, #101, #102, #103, etc.

*In cases with more than one party, please identify the appropriate party on each Exhibit.

The adhesive labels should be affixed at the bottom of the Exhibit. Exhibits must be numbered to correspond with the numbers assigned to such Exhibit on the Exhibit List.

Any Exhibit exceeding five (5) pages in length must have all pages of such Exhibit marked with the page number in the lower right corner.

Exhibits should be letter size (8 1/2 x 11”), photoreduced if necessary, pursuant to Local Bankruptcy Rule 5005-1.

If an Exhibit is a small document, such Exhibit must be stapled to a sheet of standard-sized paper, and the Exhibit label affixed to the bottom of the sheet of paper. In the case of a group of photographs or checks, please affix a separate label to each photograph or check and number as follows:

- Plaintiff - 1-A, 1-B, 1-C, etc.
- Defendant - A-1, A-2, A-3, etc.
- Government - 101-A, 101-B, 101-C, etc.

If there are more than five (5) Exhibits, they must be firmly bound and tabbed. The original and two copies of both the Exhibits and the Exhibit List should be filed with the Court by the date set forth in the pre-trial and/or scheduling order. Sufficient copies should be available for each opposing counsel.

It is desirable that counsel stipulate to the admissibility of as many Exhibits as possible so that such Exhibits may be admitted into evidence at the beginning of trial.

[Note: Please refer to Local Bankruptcy Rule 9070-1 for procedural information on Exhibits.]