

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

INSTRUCTIONS FOR PREPARING EXHIBIT LIST AND PRE-MARKING EXHIBITS

NOTE - **The following procedures are also to be followed in electronic (ECF) cases.**

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

Listing and Marking Exhibits: Each exhibit should be numbered on 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.

Exhibits should be letter size (8 1/2 x 11"), photoreduced if necessary, pursuant to Local Rule 5005-1(D)(3).

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.

Numerous Exhibits: Exhibits exceeding five (5) shall be bound, properly tabbed, numbered and indexed, unless otherwise ordered by the Court.

Number of Copies: 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 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 Rule 9070-1 for procedural information on exhibits.]