

UNITED STATES BANKRUPTCY COURT
FOR THE EASTERN DISTRICT OF VIRGINIA
Alexandria Division

INSTRUCTIONS FOR PREPARING EXHIBIT LIST,
PRE-MARKING EXHIBITS AND USING DEPOSITIONS

EXHIBIT LIST

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

EXHIBITS

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

*Plaintiff	-	Yellow - Numerically, beginning with #1
*Defendant	-	Blue - Alphabetically, e.g. A,B,C; AA, AB, AC; BA, BB, BC, etc.

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

The adhesive labels should be fixed at the bottom of the Exhibit. Each Exhibit should be listed by number on the Exhibit List.

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

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 item and number as follows: 1-A, 1-B, 1-C, or A-1, A-2, A-3, 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 Exhibit List should be filed with the Court and copies exchanged between counsel by the date set forth in the Initial Scheduling Order.

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.

DEPOSITIONS

Only those portions of a deposition to be considered by the court may be filed as an exhibit. A summary of the testimony to be considered shall be attached to the exhibit identifying by page and line number those portions to be considered by the court.

Objections to the portions designated shall be included in the objections to exhibits as required by the Initial Scheduling Order.