

### **RECORD OF EXHIBITS INSTRUCTIONS**

The Record of Exhibits will be utilized when compiling the list of exhibits to be submitted to the court. By downloading the Record of Exhibits on to your personal computer and following the directions below, it will help make our processes more efficient and effective.

Downloading the Record of Exhibits:

1. Double click on the Record of Exhibits template title found in the same location as the location as the Record of Exhibits instructions.
2. Click on the Save As button to save it to you PC – You can direct the save into My Documents. Make sure to save it as a Word document.

Required data to be completed prior to submission to the court:

1. Case number
2. Title of the case
3. Check the applicable box indicating your role
4. Exhibit Number – Must be identified by a letter according to the parties submitting the exhibits in the case followed by the number of the exhibit. The range of numbers for the exhibits will be pre-determined by the court in the Trial Management Orders. For example 01-300 for the Plaintiff and 301-600 for the Defendant. Plaintiff's first exhibit would be marked P01. Defendant's first would be marked D301.
5. Exhibit Description – A simple description of the exhibit is required.

**NOTE: PLEASE REMEMBER TO PROVIDE A COPY OF THE COMPLETED RECORD OF EXIBITS TO THE COURTROOM CLERK VIA CD OR FLASH DRIVE. THIS WILL ALLOW THE CLERK TO UPDATE THE LIST AS NEEDED DURING THE TRIAL.**