

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
JACKSONVILLE DIVISION

NOTICE TO COUNSEL and UNREPRESENTED PARTIES

**Instructions Regarding Pre-Marking Exhibits, Preparation of Exhibit Lists,
and Substitution of Exhibits:¹**

In accordance with Rule 3.07(a), Local Rules, M.D. Fla., each party is required to obtain from the Clerk of court, in advance of trial (or evidentiary hearing), the appropriate Exhibit Tags for **pre marking** each exhibit proposed to be utilized at trial (or hearing). A coordinating Exhibit List is also to be prepared (see Rule 3.07(b)).

For your convenience, attached hereto are copies of Court-approved Exhibit Tags and Exhibit Lists. The Exhibit Tags (which you should note are party-specified) and the Exhibits Lists are self-explanatory as to the information required to be shown. With respect to the attached Exhibit Tags, you may reproduce them on your office's photocopier in sufficient quantity for use in your case.

The Exhibit Tags shall be numbered sequentially and stapled to the upper right-hand corner of each exhibit. Composite exhibits shall be identified by using the main exhibit's sequential number together with an alphabetical suffix, e.g., 1/A, 1/B, 1/C, etc.

Counsel and *pro se* parties, if any, shall exchange with each other a copy of their respective Exhibit Lists (as well as their respective final Witness Lists), **and electronically file each list with the Clerk of Court by the Friday before trial. In addition, the parties are directed to furnish the Courtroom Deputy Clerk with three (3) copies of each list on the morning of trial (or hearing).**

Exhibit Substitutes - Pursuant to Rule 5.04, Local Rules, M.D. Fla., with respect to sensitive or large physical exhibits (*i.e.*, weapons, narcotics, currency, etc. [see Rule 5.04 (c)(1) for further procedures]), you are required to offer photographs which would at the conclusion of the case become the "substitute exhibit" for maintenance by the Clerk. Rule 5.04 also requires 8 ½" by 11" reductions to be submitted along with larger-sized documentary or similar exhibits. Unless otherwise ordered by the Court, should an appeal later be filed, the Clerk will send the photographic and/or reduced substitutes (in lieu of the original exhibits) to the Eleventh Circuit Court of Appeals in the record on appeal.

¹These instructions are not all-inclusive; they are purposely general in nature and intended merely to supplement the Local Rules. Counsel and/or *pro se* parties are responsible to be completely familiar with and fully comply with the Local Rules. *Particular attention* is drawn to Rule 5.03 ("Courtroom Decorum").

Audio and/or Visual Equipment - Please note that, while the Court has available audio and visual equipment for use during trials (or evidentiary hearings), counsel or the parties shall notify the chambers of the Honorable Henry Lee Adams, Jr., at (904) 549-1930, for arrangement therefor, prior to the commencement of trial (or hearing).

HENRY LEE ADAMS, JR.
United States District Judge

Attachments
Revised 3/15

**UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
Jacksonville Division**

v.

Case No.

Evidentiary
Trial
Other

EXHIBIT LIST				
Exhibit No.	Date Identified	Date Admitted	Witness	Description of Exhibit

U.S. District Court
Middle District of Florida

PLAINTIFF'S EXHIBIT

Exhibit Number:

Case Number:

v.

Date Identified:

Date Admitted:

U.S. District Court
Middle District of Florida

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Case Number:

v.

Date Identified:

Date Admitted:

U.S. District Court
Middle District of Florida

DEFENDANT'S EXHIBIT

Exhibit Number:

Case Number:

v.

Date Identified:

Date Admitted:

U.S. District Court
Middle District of Florida

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