

INSTRUCTIONS REGARDING THE PRE-MARKING OF EXHIBITS¹

Local Rule 3.07 requires each party to obtain from the Clerk, in advance of trial, tabs or tags for pre-marking and identification of each exhibit proposed to be offered in evidence, or otherwise tendered to any witness during trial. To assist you in this regard, copies of a Court-approved Exhibit List and Exhibit Tags are attached for your use. The case number and style should be appropriately inserted on these forms, which may then be reproduced on your office copier in such quantities as required.

Prior to pre-marking exhibits, counsel should select the appropriate "party specific" tag from the attachments. These tags are designed to assist counsel and the Court in controlling and managing exhibits throughout the trial. Plaintiff and Government exhibits are printed on blue paper; Defendant exhibits on yellow paper; and joint exhibits on green paper.

Counsel should consecutively number each exhibit tag and staple the exhibit tag to the upper right corner of each exhibit. Thereafter, counsel should prepare the Exhibit List and provide a description of each consecutively numbered exhibit, and sub-exhibit, sufficient to identify it throughout trial.

Plaintiffs shall use a numerical system to mark exhibits, i.e., 1, 2, 3, etc. Defendants shall use an alphabetical system to mark exhibits, i.e., A, B, C, etc., unless the exhibits exceed 80 in number. If so, then counsel for defendant should use DX-1, DX-2, DX-3, etc.

Composite exhibits should be identified by using the main exhibit's sequential number or letter and an alphabetical or numeric suffix to identify the composite portions of the exhibit: e.g., if the main exhibit is number 20 and there are two sub-parts to the exhibit, then the main exhibit should be numbered 20/A, the first sub-part numbered 20/B, and final sub-part numbered 20/C.

Local Rule 3.07(b) requires counsel to furnish copies of their Exhibit List to all other counsel at the commencement of trial.

¹ **NOTE:** These instructions are purposely general in nature and are intended to supplement the Local Rules.

TO BE PRINTED ON BLUE PAPER ONLY

<p>U.S. District Court Middle District of Florida</p> <p><u>PLAINTIFF'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>_____</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>PLAINTIFF'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>_____</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>PLAINTIFF'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>_____</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>
--	--	--

<p>U.S. District Court Middle District of Florida</p> <p><u>PLAINTIFF'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>_____</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>PLAINTIFF'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>_____</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>PLAINTIFF'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>_____</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>
--	--	--

TO BE PRINTED ON **BLUE PAPER ONLY**

<p>U.S. District Court Middle District of Florida</p> <p><u>GOVERNMENT'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>_____</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>GOVERNMENT'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>_____</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>GOVERNMENT'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>_____</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>
---	---	---

<p>U.S. District Court Middle District of Florida</p> <p><u>GOVERNMENT'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>_____</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>GOVERNMENT'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>_____</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>GOVERNMENT'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>_____</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>
---	---	---

TO BE PRINTED ON **YELLOW** PAPER ONLY

<p>U.S. District Court Middle District of Florida</p> <p><u>DEFENDANT'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>DEFENDANT'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>DEFENDANT'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>
---	---	---

<p>U.S. District Court Middle District of Florida</p> <p><u>DEFENDANT'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>DEFENDANT'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>DEFENDANT'S EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>
---	---	---

TO BE PRINTED ON GREEN PAPER ONLY

<p>U.S. District Court Middle District of Florida</p> <p><u>JOINT EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>JOINT EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>JOINT EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>
---	---	---

<p>U.S. District Court Middle District of Florida</p> <p><u>JOINT EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>JOINT EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>	<p>U.S. District Court Middle District of Florida</p> <p><u>JOINT EXHIBIT</u></p> <p>Exhibit Number: _____</p> <p>Case Number: _____</p> <p>v.</p> <p>Date Identified: _____</p> <p>Date Admitted: _____</p>
---	---	---