UNITED STATES DISTRICT COURT
Middle District of Florida
Office of the Clerk
Sheryl L. Loesch, Clerk

Jacksonville Division
U.S. Courthouse
300 North Hogan Street
Jacksonville, Florida 32202
(904) 549-1900

Ocala Division
U.S. Courthouse
207 N. W. Second Street
Ocala, Florida 34475
(352) 369-4860

Orlando Division
U.S. Courthouse
80 North Hughey Ave.
Orlando, Florida 32801
(407) 835-4200

Tampa Division
U.S. Courthouse
801 North Florida Ave.
Tampa, Florida 33602
(813)-301-5400

Ft. Myers Division
U.S. Courthouse
2110 First Street
Ft. Myers, Florida 33901
(239) 461-2000

NOTICE TO COUNSEL

INSTRUCTIONS REGARDING THE PRE-MARKING OF EXHIBITS

Local rule 3.07 requires each party to obtain from the Clerk, in advance of trial, tabs or labels 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 Court-approved Exhibit Lists 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.

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.

Composite exhibits should be identified by using the main exhibit's sequential number and an alphabetical 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.

NOTE: These instructions are purposely general in nature and are intended to supplement the Local Rules and any other instructions issued by the trial judge. Accordingly, counsel shall be responsible for ensuring that any additional requirements established by the trial judge are also met.

SHERYL L. LOESCH, CLERK

Attachments

Revised 4/00

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF FLORIDA
_____ DIVISION

Plaintiff(s), _____
Government _____

Case No: _____

v.

_____ Evidentiary
_____ Trial
_____ Other

Defendant(s), _____

EXHIBIT LIST

Exhibit No.	Date Identified	Date Admitted	Witness	Description

Case Number: _____ Page _____ of _____ Pages

EXHIBIT LIST -- CONTINUATION SHEET

Exhibit No.	Date Identified	Date Admitted	Witness	Description

U.S. District Court
Middle District of Florida

COURT'S EXHIBIT

Exhibit Number:

Case Number:

v.

Date Identified:

Date Admitted:

U.S. District Court
Middle District of Florida

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Exhibit Number:

Case Number:

v.

Date Identified:

Date Admitted:

U.S. District Court
Middle District of Florida

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Exhibit Number:

Case Number:

v.

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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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GOVERNMENT'S EXHIBIT

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JOINT EXHIBIT

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PLAINTIFF'S EXHIBIT

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