

**UNITED STATES DISTRICT COURT
DISTRICT OF KANSAS
THE HONORABLE CARLOS MURGUIA, DISTRICT JUDGE**

EXHIBITS

All exhibits shall be exchanged by counsel and provided to the court. Plaintiff's exhibits will be numbered **1 through 399**; defendant's exhibits will be numbered starting at **400**; joint exhibits will be numbered starting at **700**. Counsel may prepare and use your own exhibit stickers, but said exhibit stickers should be colored (different colors for plaintiff and defendant), and should identify either "Plaintiff's Exhibit" or "Defendant's Exhibit". If plaintiff's exhibits are anticipated to exceed 400 in number, please contact the courtroom deputy for further instructions before proceeding.

The enclosed exhibit sheet form is used by the District of Kansas. This form should be prepared in advance of the exhibit marking session, even if it is a rough draft. You may use this form or one duplicating this format.

You will be asked to provide **four copies** of the exhibit list only (**NOT four copies of the exhibit book**) the day of trial, one for the judge, one for the law clerk, one for the court reporter, and one for the courtroom deputy who tracks the exhibits and witnesses. Opposing counsel will receive a copy of exhibits and the exhibit list. Counsel are also requested to provide a copy of their exhibit list and witness list to the court reporter on the day of trial.

In addition to the exhibit list and original exhibits, you should have a copy of all exhibits for the Judge and the law clerk. Counsel will provide an exhibit notebook for the Judge and the law clerk on the day of trial. **The exhibit notebook should include all exhibits and plaintiff's and defendant's exhibit lists.**

Original depositions and interrogatories with answers will be filed in open court as they are offered. Proposed instructions in jury cases shall be filed no later than 3 business days before trial. Objections to any proposed instructions shall be filed no later than 1 business day before trial. Counsel shall email chambers in word perfect format their proposed instructions (ksd_murguia_chambers@ksd.uscourts.gov).

With regard to courtroom equipment, the court has a Sony presentation stand, which includes an ELMO, DVD/VCR, and laptop connection. This equipment is simple to use and if you would like to experiment with it prior to trial, please contact **Jane Stepp at 913-735-2340** to make arrangements. The court also has available the following equipment for use at trial: easel, flip chart, white board, and projector screen.

If you have any questions about these instructions or procedures, please feel free to contact **Jane Stepp at 913-735-2340**.