

**UNITED STATES DISTRICT COURT
DISTRICT OF KANSAS
THE HONORABLE JOHN W. LUNGSTRUM
UNITED STATES DISTRICT JUDGE**

EXHIBIT INSTRUCTIONS

Counsel may mark their own exhibits. Please coordinate with opposing counsel the number of exhibits so that no duplicate numbers are used. All exhibits shall be exchanged by counsel at or prior to the marking session. Exhibits shall be numbered as follows: Numbers 1-400 are reserved for the plaintiff(s), numbers 401-800 are reserved for defendant(s), and numbers 801 and higher are reserved for any third party. **(In the event plaintiff's exhibits exceed 400 - please communicate with opposing counsel to agree on a start number for defendant to alleviate duplicate numbers)** If you can provide information regarding the approximate number of exhibits you anticipate, stickers can be prepared in advance, allowing things to move quickly during the marking session. Counsel may prepare and use your own exhibit stickers, but said exhibit sticker should identify either "Plaintiff's Exhibit" or "Defendant's Exhibit", the exhibit number and the case number. If the parties anticipate that their exhibits will exceed the number allotted, 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 as long as all the information in contained in the duplicated form.

You will be asked to provide two copies of the exhibit list the day of trial (one for the court and one for the court reporter). Counsel should exchanges copies of the exhibits five (5) days prior to trial.

In addition to the exhibit list and original exhibits, you should have a copy of all exhibits for the Judge. Counsel will provide the Judge's copy of the exhibit to him at the time when the exhibit is offered to the witness for identification. You may wish to provide an exhibit notebook for the Judge to put exhibits in as well. Counsel should also provide either numbered indexing tabs or file folders to the court for both the original exhibit and the court's copy. These will be used to keep the exhibits in order throughout the trial as well as making accessibility to exhibits quicker and easier for counsel and the Court.

Counsel are required to provide the original deposition of any part or entire deposition testimony that is read into evidence or if the video deposition is played during trial. The original deposition will be marked as an exhibit and it will be admitted as part of the record. These depositions will be maintained with the trial exhibits.

The court has equipment installed in the courtroom which includes a presentation stand (a/k/a ELMO) which displays documents, whether a paper document or computer generated document from your personal laptop, on computer monitors located throughout the courtroom (Judge's bench, counsel tables, witness stand, jury box and courtroom deputy/court reporter's seat). This equipment is simple to use and if you would like training on the equipment prior to trial, please contact **Sharon Scheurer at 913-735-2325** to make arrangements. The court also has available the following equipment for use at trial: easel, flip chart, and DVD player.

If you have any questions about these instructions or procedures, please feel free to contact **Sharon Scheurer at 913-735-2325**.

