

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

EXHIBIT INSTRUCTIONS

Exhibits can either be marked by the Courtroom deputy at least five (5) days in advance of trial or, with prior approval from the courtroom deputy, **counsel may mark their own exhibits**. All exhibits shall be exchanged by counsel at or prior to the marking session. If the marking session is to be conducted by the courtroom deputy, counsel is directed to coordinate a mutually convenient time then contact **Sharon Scheurer**, courtroom deputy for Judge Lungstrum, at **(913)551-6579**.

Exhibits shall be numbered as follows: os. 1-400 are reserved for the plaintiff(s), nos. 401-800 are reserved for defendant(s), and nos. 801 and higher are reserved for any third party. 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 three copies of the exhibit list the day of trial. 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 and an additional copy for the clerk will be required if the trial is to be a bench trial.. 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.

Original depositions and interrogatories with answers will be filed in open court as they are offered. Counsel are required to provide the original deposition of any part or entire deposition testimony that is read into evidence during trial.

The court has equipment installed in the courtroom which includes a Sony 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 to experiment with it prior to trial, please contact **Sharon Scheurer at 913-551-6579** to make arrangements. The court also has available the following equipment for use at trial: easel, flip chart, television, audio tape deck and VCR.

If you have any questions about these instructions or procedures, please feel free to contact **Sharon Scheurer at 913-551-6579**.