



## JERS Exhibit List Instructions

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Please adhere to the following requirements when completing and submitting this document prior to trial.

1. The "Exhibit Number" and "Description" fields are required.
2. The "Sub Part" field is optional. That field represents a subcomponent of a given exhibit.
  - a. For example, suppose you had a 40 page PDF document admitted as Exhibit 1, but additionally wanted to enter page 10 of that document as its own exhibit.
  - b. Exhibit 1 would be the main 40 page document with its appropriate description
  - c. Exhibit 1a would be page 10 of that document with its appropriate description.
3. All electronic documents accompanying this list must be submitted on a flash drive and those electronic files must be named appropriately to cross reference to this list.
4. Using the example in item #2 above, the 40 page PDF document on the thumb drive should simply be named "Exhibit1.PDF", or simply "1.PDF". The page 10 from that document should also be included as a separate file on the flash drive and be named "Exhibit1a.PDF", or simply "1a.PDF". The court will not be responsible for "sub-parting" the electronic copies of your files, or in other words, extracting the page 10 to create "1a" from the single 40 page document you submitted as "1".
5. The best rule of thumb is to understand that there should be a 1 to 1 relationship between each exhibit entry listed on this document and the electronic files submitted on the flash drive.
6. Attorneys are responsible for checking the legibility of the documents and confirming the accuracy of cross reference of the documents with the exhibit list.
7. **Counsel shall submit the exhibit list by e-mail to the courtroom deputy at least one week prior to trial.**