

IN THE UNITED STATES BANKRUPTCY COURT
FOR THE NORTHERN DISTRICT OF OKLAHOMA

INSTRUCTIONS FOR PREPARING EXHIBIT LIST
AND PRE-MARKING EXHIBITS

EXHIBIT LIST

The Exhibit List must be typewritten - and should briefly describe each Exhibit to be introduced at trial. The "admitted - denied" column should be left blank.

EXHIBITS

Each Exhibit should be numbered on a colored adhesive label, in accordance with the following:

- **Movant - YELLOW - numerically, beginning No. 1
- **Respondent - BLUE - numerically, beginning No. 1

*In cases with more than one party, please identify the appropriate party on each Exhibit.

The adhesive labels should be affixed at the bottom of the Exhibit. Exhibits must be numbered to correspond with the numbers assigned on the Exhibit List to such Exhibit.

If an Exhibit is a small document, such Exhibit must be stapled to a sheet of standard-sized paper, and the Exhibit label affixed to the bottom of the sheet of paper.

In the case of a group of photographs, checks or an Exhibit of more than one page, please mark each photograph, check or page of the Exhibit separately and number as follows:

- * 1-1, 1-2, 1-3, 1-4, 1-5, or/
- * 2-1, 2-2, 2-3, 2-4, 2-5.

Exhibits so marked must be in numerical pages. The original and two copies of both the Exhibits and Exhibit List should be delivered to the Courtroom Deputy in accordance with the local rules of this Court. Copies should be delivered to each opposing counsel before time of trial or in accordance with the local rules of this Court.

It is desirable that counsel stipulate to the admissibility of as many Exhibits as possible, so that such Exhibits may be admitted into evidence at the beginning of trial (or as recited in the pre-trial order if applicable).

** See Attached Exhibit Information List **

