

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

INSTRUCTIONS FOR PREPARING EXHIBIT LIST  
AND PRE-MARKING EXHIBITS

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EXHIBIT LIST

The Exhibit List must be typewritten - and should briefly describe each Exhibit to be introduced at trial. It should contain columns that can be used to note whether the exhibit is admitted into evidence or denied admission. The "admitted - denied" column should be left blank.

EXHIBITS

Each Exhibit should be numbered, in accordance with the following:

Movant	-	numerically, beginning No. 1
Respondent	-	numerically, beginning No. 101

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

The exhibit number 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.

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 order. The original and two copies of both the Exhibits and Exhibit List should be delivered to the Courtroom Deputy. 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).