

# MEMORANDUM

TO: Trial Attorney(s)  
FROM: Circuit Civil Division – H, CLERK  
SUBJECT: Trial Exhibits

In order to expedite your trial and pursuant to the pre trial conference order, all exhibits must be marked with **SELF-ADHESIVE WHITE LABELS (RECOMMENDED -AVERY 5963)** prior to trial. All **self-adhesive labels must be affixed on the back of the last page of the exhibit on the bottom left hand corner.** In addition, an Exhibit List of all exhibits must be completed (see page 2).

## LABEL – AVERY 5963 (or anything similar in size) (Recommended Actual Size)

**THERE  
SHOULD BE A  
NUMBER  
ON THIS LINE!  
1, 2, 3, etc...**

STYLE _____	vs.	_____
CASE # _____	DIVISION _____	
I.D. <u>(LEAVE BLANK)</u>	EVIDENCE <u>(LEAVE BLANK)</u>	
NAME OF PLTF/DEF _____		
EXHIBIT # _____	DEPUTY CLERK <u>(LEAVE BLANK)</u>	

### PLEASE NOTE:

List all exhibits **numerically** not alphabetically. (See note above) Make sure the number on the exhibits match those on the exhibit list.

Insure all exhibits are labeled properly (see above) AND placed in a 3-Ring Binder. Exhibits should be separates by tabs to ensure that every page of each exhibit stays together.

**Please have at least 3 COMPLETE SETS/COPIES of all exhibits available the morning of the 1<sup>st</sup> day your trial begins. The copies are to be distributed as follows:**

**One complete set for the Judge; One complete set for opposing counsel; and the third complete set is for the Clerk. The clerk's set is **REQUIRED** to be labeled and marked properly as indicated above. If witnesses will be viewing and/or using exhibits, please make sure you have an extra / 4<sup>th</sup> binder of the exhibits for the witnesses. The clerk will not release any exhibits that have been marked & received into evidence.**

For further assistance, please call (DIVISION CLERK) at (813) 276-8100, (EXTENSION # HERE), or email me (preferred) at (ENTER EMAIL ADDRESS HERE)

**Please list lead attorney who will be present for trial along with their bar numbers**

EVIDENCE DATA SHEET – CIVIL COURTS		No.			
PLTF		Case No: _____			
1.		Division: _____			
2.		Bar #: _____			
3.					
Atty Name & Address		TRIAL DATE(S) : _____			
DEFT		Deputy Clerk: <u>SUSAN D'LORETO</u>			
1.		Bar #: _____			
2.					
3.					
Atty Name & Address		Court Reporter: _____			
Judge :	_____	_____			
		BAILIFF: _____			
EXH #	DESCRIPTION OF PLTF'S or DEFT'S EXH'S	MRK'D	RCV'D	OBJ W/ or W/O	LOCAL
1					
2					
3					
<b>Inventoried By: _____ LEAVE ALL OF THIS SECTION BLANK _____ Date: _____</b>					

**NOTE:**

**Exhibit list: Please provide the Court with two copies of your exhibit list, one for the Judge and the other must accompany your exhibits for the clerk.**