

Procedures for Introduction of Exhibits
at hearings before the
Honorable K. Rodney May

1. Prior to an evidentiary hearing or trial of an adversary proceeding or a contested matter, counsel for the parties must mark and list any exhibits proposed to be introduced into evidence in compliance with Local Rule 9070-1.
2. **Each exhibit must be tagged separately with a tag containing the information required by the local rule.** A form of exhibit tag is appended to these procedures. You may leave the “tag” on full-size paper and attach it as the cover sheet to the original and copies of your exhibits.
3. Exhibits should be identified numerically commencing with number 1.
4. All exhibits must be listed, in order, on a separate sheet of paper which shall include the case number, adversary number, debtor's name, designation as to plaintiff and defendant, and columns with the following headings: Exhibit Number, Document Description, Identified, Admitted.
5. The original **and one copy** of the documentary exhibits and listing of exhibits must be furnished to the courtroom deputy at the commencement of the hearing or trial. An additional copy must be made available for use by witnesses. In addition, copies of all documentary exhibits and the listing of exhibits must be exchanged between counsel.
6. If you have more than 10 exhibits, put them into binders. Exhibits in binders should be tabbed with their identification numbers as set out in the exhibit tag and exhibit list. The table of contents for the binder should be the exhibit list prepared as set forth above.

Exhibit Identification Tag

Party
submitting: _____ Ex. # _____

For I.D. _____ or Evidence _____ (ck one)

Debtor: _____

Case No.: _____

Adv. No.: _____

Nature of
Proceeding: _____

United States Bankruptcy Court
Middle District of Florida

This _____ day of _____, 20____

By: _____, Deputy Clerk