

This is an example of what the cover sheet for your **Exhibit Book** might look like:

PLAINTIFF'S EXHIBITS

Different kinds of cases have different names for the parties:

Plaintiff Defendant
Petitioner Respondent
Complainant
Applicant

19S122 *(Your case number goes here)*

JONES v. SMITH *(party's names go here)*

EXHIBIT	DESCRIPTION	DATE
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Very general examples of typical types of exhibits - every case is different and you will have your own list

(List your exhibits here - each is described very briefly)

(date of the Exhibit)

EXHIBIT 1	PLAT MAP – JONES PROPERTY; ANYTOWN, CO	21 DEC 07
EXHIBIT 2	FENCING CONTRACT – JONES FENCING	22 JUL 18
EXHIBIT 3	PHOTO OF FENCE	1 AUG 19
EXHIBIT 4	DEMAND LETTER TO JONES; DBA JONES FENCING	30 AUG 19
EXHIBIT 5	REPAIR ESTIMATE XTRA FENCING COMPANY	3 SEP 19
EXHIBIT 6	REPAIR ESTIMATE YUHU FENCING COMPANY	4 SEP 19
EXHIBIT 7	REPAIR ESTIMATE ZIPPY FENCING COMPANY	5 SEP 19

PLAINTIFF/PETITIONER USES NUMBERS FOR EXHIBITS

DEFENDANT/RESPONDENT USES LETTERS FOR EXHIBITS

INSTRUCTIONS ON EXHIBIT BOOKS

- Include all the documents you intend to present to the court. Each document is called an “*exhibit*”, and the notebook is called your “*Exhibit Book*”.
- Prepare four identical Exhibit Books, with each Exhibit carefully marked and tabbed.
 - One for the Judge (*Judge always gets the Exhibit Book with the originals*)
 - One for opposing party; one for you; and one for any witnesses (*yours or opposing party's*)

Label each exhibit carefully (*Petitioner exhibits: labeled EXHIBIT ONE, TWO , THREE, etc, and Respondent exhibits are labeled EXHIBIT A, B, C, D, etc*)

Tab your exhibits so they are easy to find, and easy to refer to.
- At the beginning of the Hearing, after the Judge calls the case, tell the Judge:**
“Your Honor, I have Exhibit Books to offer to the court for admission into evidence. A copy has been provided to the opposing party”.
- Give a copy to the Judge at the start of the Hearing.
(*Give 1 copy to the other party 5– 10 minutes before the Hearing, if it is practical*)
- The Judge will ask the other side if they have any objection to admitting all your Exhibits. If the other side objects to a particular exhibit, then during your Case in Chief, you'll need to explain to the court where that particular exhibit came from, how we know it's genuine. Then ask the Judge again for that particular exhibit be admitted into evidence.