

INSTRUCTIONS FOR MARKING AND SUBMITTING EXHIBITS,  
EXHIBIT LISTS, AND WITNESS LISTS FOR TRIAL/EVIDENTIARY HEARING

Attached are the master forms for Exhibit List and Witness List. Exhibit tags (plaintiff yellow-defendant blue) can be obtained from the Clerk's Office.

The exhibit and witness lists should be typed and submitted to the Courtroom Clerk, an original and two copies, THE MORNING OF TRIAL/HEARING, unless otherwise specified by the Court. Exhibit List description should be brief but descriptive enough to identify the exhibit.

Exhibits should be marked numerically in sequential order. Exhibit tags should be placed on the front of document exhibits, lower right hand corner, whenever possible. If the exhibit tag cannot be placed on the front, the tag should be placed on the back side, lower right hand corner. Photographs should be marked on the back, lower right hand corner.

Plaintiff's exhibits (YELLOW TAGS) are marked commencing with number 1. Defendant's exhibits (BLUE TAGS) are numbered sequentially following the last number used by Plaintiff, or a block of numbers will be assigned by the Courtroom Deputy, as necessary. Exhibit tags should reflect the case number.

A copy of all document exhibits shall be placed in numerical order in a three ring binder for use by the Court at the bench. (This procedure may not be required in all Courts.) These exhibits can be hand numbered in the lower right hand corner. An original exhibit tag is not necessary. Please submit the morning of trial to the courtroom deputy.

Note: The Courtroom is equipped with an easel for large boards and electronic projection and VCR equipment. You are welcome to use the system and the Courtroom Deputy will instruct you on procedure which will require 10 minutes of your time.

Questions regarding the marking of exhibits or procedure for individual Judge, please contact:

Virginia Abeyta, Courtroom Deputy to the HONORABLE JOHN M. ROLL  
(520) 205-4233, or chambers 205-4520.

Maureen Gorski, Courtroom Deputy to the HONORABLE RANER C. COLLINS  
(520) 205-4234, or chambers 205-4540.

Michelle Mejia, Courtroom Deputy to the HONORABLE FRANK R. ZAPATA  
(520) 205-4241, or chambers 205-4530

Kay Davis, Courtroom Deputy/ECRO to the HONORABLE WILLIAM D. BROWNING AND  
(520)205-4235 the HONORABLE ALFREDO C MARQUEZ,

Cathy Schwader, Courtroom Deputy to the HONORABLE DAVID C. BURY  
(520)205-4231 or chambers 205-4560

Judy Johnson, Courtroom Deputy to the HONORABLE CINDY K. JORGENSON  
(520)205-4237 or chambers 205-4550

Marking exhibits.

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Matthew Zehm, Magistrate Courtroom Clerk to Magistrate Judge Nancy F. Fiora  
(520) 205-4244

Beth Harper, Magistrate Courtroom Clerk to Magistrate Judge James C. Carruth  
(520) 205-4236

Jill Tarlton, Magistrate Courtroom Clerk to Magistrate Judge Glenda E.  
Edmonds (520) 205-4243

Melodee Horton, Magistrate Courtroom Clerk to Magistrate Judge Bernardo P.  
Velasco (520) 205-4240

Marisa Harris, Magistrate Courtroom Clerk to Magistrate Judge Charles R. Pyle  
(520) 205-4242

Peggie Robb, Magistrate Courtroom Clerk to Magistrate Judge Jacqueline  
Marshall, (520) 205-4232

Pamela Schweigart, Courtroom Attendant (520) 205-4221







