

UNITED STATES DISTRICT COURT
District Of Arizona
Evo A. DeConcini Courthouse, Tucson

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

Attached are the master forms for Exhibits List and Witness List and exhibit tags (plaintiff yellow-defendant blue).

The exhibit and witness lists should be typed and submitted to the Courtroom Clerk, an original and two copies, **THE MORNING OF TRIAL/EVIDENTIARY 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 following Equipment/Systems are available in each of six (6) video capable courtrooms:

- ! Computer Monitors for evidence feeds (Attorney tables, Jury Box, Witness, etc.)
- ! Computer Inputs (Lectern, 2 Attorney Tables, Judge's Bench)
- ! Document Camera / Visual Presenter / "Elmo"
- ! VCR (S-VHS or VHS)
- ! Audio Cassette Player (standard speed only)
- ! Other Video Device hook-ups (DVD, CD, Laser Disk, 2nd Computer, etc.) at the Lectern position
- ! Pointmaker Annotation System (Lectern and Witness positions)
- ! Realtime Transcription System (LIVENOTES, www.livenote.com)
- ! Video Printer for printing presented evidence
- ! Video Teleconference Unit (remote witness) in courtroom
- ! Audio Telephonic Conferences (up to six participants)
- ! Portable Presentation System (NOMAD)

For more information regarding electronic courtroom presentation equipment, please call:
Brian Lalley, A/V Technologies Specialist, (602) 322-7131.

MARKING EXHIBITS - continued.

Questions regarding marking exhibits or trial procedure for an individual Judge, please contact:

DISTRICT JUDGES

HONORABLE JOHN M. ROLL

Kay Davis, Courtroom Deputy (520) 205-4235, or chambers (520) 205-4520

HONORABLE FRANK R. ZAPATA

Michelle Mejia, Courtroom Deputy (520) 205-4241, or chambers (520) 205-4530

HONORABLE RANER C. COLLINS

Maureen Gorski, Courtroom Deputy (520) 205-4234, or chambers (520) 205-4540

HONORABLE DAVID C. BURY

Cathy Schwader, Courtroom Deputy (520) 205-4231 or chambers (520) 205-4560

HONORABLE CINDY K. JORGENSON

Jill Tarlton, Courtroom Deputy (520) 205-4237 or chambers (520) 205-4550

MAGISTRATE JUDGES

HONORABLE MAGISTRATE JUDGE GLENDA E. EDMONDS

Armida Butler, Magistrate Courtroom Clerk (520) 205-4243 or chambers (520) 205-4620

HONORABLE MAGISTRATE JUDGE BERNARDO P. VELASCO

Melodee Horton, Magistrate Courtroom Clerk (520) 205-4240 or chambers (520) 205-4630

HONORABLE MAGISTRATE JUDGE CHARLES R. PYLE

Barbara Wagner, Magistrate Courtroom Clerk (520) 205-4238 or chambers (520) 205-4650

HONORABLE MAGISTRATE JUDGE JACQUELINE MARSHALL

Peggie Robb, Magistrate Courtroom Clerk (520) 205-4232 or chambers (520) 205-4640

HONORABLE MAGISTRATE JUDGE HECTOR C. ESTRADA

Selina Durazo, Magistrate Courtroom Clerk (520) 205-4233 or chambers (520) 205-4600

HONORABLE MAGISTRATE JUDGE JENNIFER C. GUERIN

Beth Harper, Magistrate Courtroom Clerk (520) 205-4236 or chambers (520) 205-4610

VISITING JUDGES

Marisa Harris, Magistrate Courtroom Clerk/ECRO (520) 205-4242

Pamela Schweigart, Magistrate Courtroom Clerk (520) 205-4221

COURTROOM SERVICES SUPERVISOR

Virginia Abeyta (520) 205-4230

