

District Judge Scott H. Rash
TRIAL DECORUM
United States District Court
District of Arizona

EXHIBITS

Three exhibit lists and one exhibit binder (for the judge) shall be delivered to the Courtroom Deputy Clerk **the morning of trial/evidentiary hearing** or at any other such time as directed by the Court.

LABELS - Exhibit labels are divided by color to indicate whether the exhibit is offered by plaintiff (YELLOW) or defendant (BLUE). Labels shall be placed on the bottom right corner on the front of the exhibit. If the bottom right corner is not ideal, the label may be placed on the back of the exhibit. Large or bulky items may require the use of tie tags with the exhibit label placed on the tag or may be marked in a logical location on the item or on the plastic bag containing the item.

NUMBERING - Plaintiff shall use number one through the estimated number of exhibits. Defendant shall use numbers following the estimated number of Plaintiff exhibits. Plaintiff and Defendant shall consult regarding marking of exhibits to leave room for additions and to avoid marking duplicates.

LISTS - Exhibits shall be listed on the AO 187 form (and AO 187A if necessary) or reproduced on a word processor, as long as it follows the same format. Be sure to leave space to add additional exhibits if necessary.

EXTENSIVE EXHIBITS – If counsel/parties have over 100 exhibits, they may request to substitute the judge's binder for a flash drive. Exhibits within the flash drive must be clearly labeled in individual folders. **The flash drive must be delivered to the Courtroom Deputy Clerk 48 hours in advance of trial.**

SENSITIVE EXHIBITS - Pursuant to General Order 98-07 dated July 30, 1987, "The arresting or investigative agency or designated representative shall retain custody of sensitive exhibits prior to, throughout, and after the trial. Sensitive exhibits shall include drugs and drug paraphernalia, guns and other weapons, money and any other exhibits designated as sensitive by the court." The Courtroom Deputy Clerk will not take custody of any sensitive exhibits. During lengthy breaks and at close of day, these exhibits are returned to the government (usually the agent) until Court resumes.

IMPEACHMENT EXHIBITS - Impeachment exhibits are given to the Courtroom Deputy Clerk in a **sealed** envelope the morning before trial. The envelope should be marked with the caption of the case and plaintiff/defendant impeachment exhibits. If there is more than one exhibit in the envelope, mark each one with a **separate number** so the clerk will be able to identify it.

RETURN OF EXHIBITS - Pursuant to LRCiv 79.1(a), all exhibits are returned to respective counsel or parties to keep in their custody pending all appeals. If exhibits are not retrieved within 30 days of the Notice of Return of Exhibits, LRCiv 79.1(c), the Clerk may destroy or otherwise dispose of those exhibits. Trial exhibits are typically returned immediately following trial to respective counsel or parties at the conclusion of trial. Counsel or parties will be required to sign for the returned exhibits.

WITNESS LISTS

Witnesses shall be listed on the AO 187 form (and AO 187A if necessary) or reproduced on a word processor, as long as it follows the same format. Witnesses should be listed in alphabetical order.

MEDICAL OR TECHNICAL TERMS

Provide a list of medical or technical terms to the court reporter five business days prior to the trial commencing.