



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 exhibit lists, witness lists and exhibit tags. (Plaintiff's tags are Yellow, Defendant's tags are blue and Joint tags are white).

Unless otherwise directed by the Court, an original and two copies of exhibit and witness lists shall be typed and submitted to the Courtroom Clerk on the **MORNING OF TRIAL/EVIDENTIARY HEARING**. Exhibit descriptions should be brief, but descriptive enough to identify the exhibit.

Exhibits shall be numerically marked in sequential order, with the exhibit tag placed in the lower right-hand corner on the front of the document exhibit. If the exhibit tag cannot be placed on the front, the tag may be placed on the back lower right-hand corner. Photographs shall 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 with a block of numbers assigned by the Courtroom Clerk, if applicable. Exhibit tags shall reflect the case number and exhibit number.

A copy of all 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 by all judges. Bench binder exhibits may be hand numbered in the lower right-hand corner. An original exhibit tag is not necessary. Please submit bench binders to the Courtroom Clerk on the morning of trial.

Please reference the Courtroom Technology section for presentation equipment available in the courtrooms. For more information regarding electronic courtroom presentation equipment, please contact: Tucson A/V Technology Staff at av_support@azd.uscourts.gov.

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

DISTRICT JUDGES

CHIEF U.S. DISTRICT JUDGE JENNIFER G. ZIPPS

Selina Coronado, Courtroom Deputy (520)205-4233 or chambers (520)205-4610

U.S. DISTRICT JUDGE ROSEMARY MARQUEZ

Sandra Fuller, Courtroom Deputy (520)205-4242 or chambers (520)205-4620

U.S. DISTRICT JUDGE SCOTT H. RASH

Danielle Scumaci-Vroegh, Courtroom Deputy (520)205-4324 or chambers (520)205-4650

U.S. DISTRICT JUDGE JOHN C. HINDERAKER

Armida Butler, Courtroom Deputy (520)205-4243 or chambers (520)205-4690

U.S. DISTRICT JUDGE ANGELA M. MARTINEZ

Tiffany Dame, Courtroom Deputy (520)205-4682 or chambers (520)205-4590

SENIOR DISTRICT JUDGES

SENIOR U.S. DISTRICT JUDGE RANER C. COLLINS

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SENIOR U.S. DISTRICT JUDGE CINDY K. JORGENSEN

Allison Siquieros, Courtroom Deputy (520)205-4270 or chambers (520)205-4550

SENIOR U.S. DISTRICT JUDGE JAMES A. SOTO

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MAGISTRATE JUDGES

U.S. MAGISTRATE JUDGE JACQUELINE RATEAU

Claudia Ballesteros, Magistrate Courtroom Clerk (520) 205-4221 or chambers (520) 205-4640

U.S. MAGISTRATE JUDGE BRUCE G. MACDONALD

Beth Harper, Magistrate Courtroom Clerk (520) 205-4236 or chambers (520) 205-4520

U.S. MAGISTRATE JUDGE ERIC J. MARKOVICH

Rose Chavez, Magistrate Courtroom Clerk (520) 205-4206 or chambers (520) 205-4600

U.S. MAGISTRATE JUDGE MARIA S. AGUILERA

Cynthia Espinoza, Magistrate Courtroom Clerk (520) 205-4232 or chambers (520) 205-4630

U.S. MAGISTRATE JUDGE LYNNETTE C. KIMMINS

Jennifer McCarthy, Magistrate Courtroom Clerk (520) 205-4227 or chambers (520) 205-4300

U.S. MAGISTRATE JUDGE MICHAEL A. AMBRI

Silvia Guzman, Magistrate Courtroom Clerk (520) 205-4283 or chambers (520) 205-4500

U.S. MAGISTRATE JUDGE JAMES E. MARNER

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Sherry Gammon (520) 205-4244

UNITED STATES DISTRICT COURT
DISTRICT OF ARIZONA

EXHIBIT LIST

PLAINTIFF

V.

DEFENDANT

CASE NUMBER:

PRESIDING JUDGE	COURTROOM DEPUTY	COURT REPORTER
HEARING/TRIAL DATE(S)	PLAINTIFF ATTORNEY(S)	DEFENDANT ATTORNEY(S)

[illegible]

[illegible]

UNITED STATES DISTRICT COURT
DISTRICT OF ARIZONA

V.

WITNESS LIST

CASE NUMBER:

PRESIDING JUDGE	COURTROOM DEPUTY	COURT REPORTER
HEARING/TRIAL DATE(S)	PLAINTIFF ATTORNEY(S)	DEFENDANT ATTORNEY(S)

[illegible]

[illegible]

Blue for Defendant

Yellow for Government/Plaintiff

White for Joint exhibits



"Case Number written below exhibit number line"

