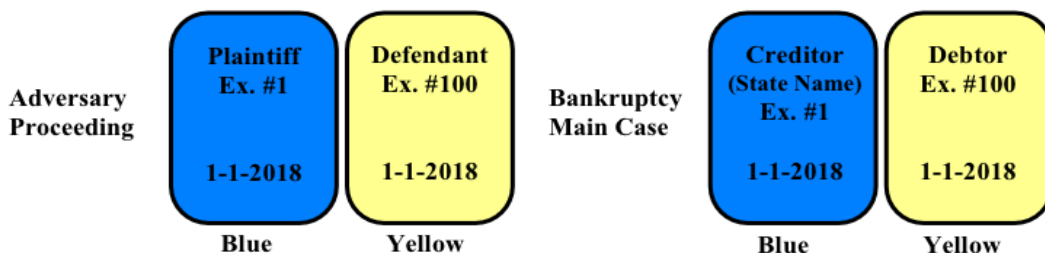


**COURTROOM PRACTICE
U.S. BANKRUPTCY COURT
WESTERN DISTRICT OF WISCONSIN**

1. Before the time set for trial, all exhibits shall be marked by counsel using exhibit labels. The labels must be marked to show the name of the party whose exhibit it is and the date of the hearing. Each exhibit should be tabbed or clearly separated from additional exhibits so that labeled exhibits are easier to locate and identify during the course of the trial. These labels will be available from the Clerk's Office and at counsel tables prior to trial. If you have questions or need assistance, please contact the Clerk's Office.



2. Creditor or Plaintiff exhibits shall be numbered 1 – 99 and Defendant or Debtor exhibits shall be numbered 100 – 199 unless otherwise agreed between the parties. Exhibits with more than one page should have all pages numbered. A suggested form is available at: <http://www.wiwb.uscourts.gov/forms-0>
3. Counsel shall provide the Court with electronic and paper copies of all exhibits. Paper copies must be tabbed and bound when appropriate. Exhibits must be filed electronically and must be indexed similar to the paper copies. Paper copies are to be delivered to the Court five (5) days prior to the hearing.
4. The Court requires that paper copies of all exhibits be brought to the final hearing or trial. A second set of exhibits should be available for the witness(es) on the day of the hearing.
5. Admission of exhibits will be considered before any testimony is taken. Only those exhibits as to which a ruling on admission is reserved will require witness identification or authentication.
6. Counsel are the custodians of their exhibits throughout the trial.
7. All exhibits will be returned to the courtroom deputy at the conclusion of the trial. The courtroom deputy will retain the exhibits for 30 days after expiration of the time for appeal, after which they will be destroyed. At any time during this 30-day period, counsel may withdraw any exhibit, **HOWEVER, IT WILL BE SOLELY COUNSEL'S RESPONSIBILITY TO PROVIDE FOR THE WITHDRAWAL.**
8. Examination of witnesses and argument may be conducted from counsel table.
9. If necessary to offer, explain, or examine an exhibit, counsel shall request leave to approach the bench or the witness.