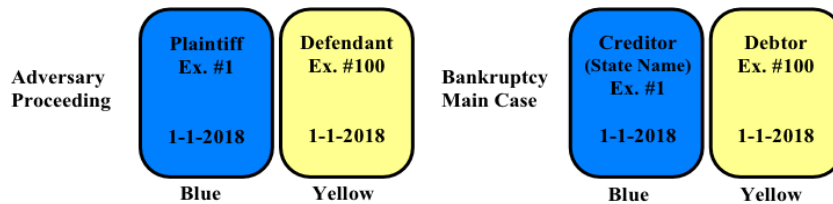


**COURTROOM PRACTICE
U.S. BANKRUPTCY COURT
WESTERN DISTRICT OF WISCONSIN**

1. 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. The label format must conform to the examples as shown below; BLUE – Plaintiff/Creditor, 1-99 and Yellow– Defendant/Debtor, 100-199. Labels are available at the Clerk's Office and at counsel tables.



2. Plaintiff/Creditor exhibits shall be numbered 1–99 and Defendant/Debtor exhibits shall be numbered 100–199, unless otherwise agreed between the parties. Exhibits with more than one page shall have all pages numbered. Exhibit and Witness Lists forms can be found on the WIWB’s form webpage: <https://www.wiwb.uscourts.gov/forms>
3. Counsel shall provide the Court with an electronic and a paper copy of their exhibit list and all exhibits.
 - The electronic copy shall be filed on the docket through CM/ECF. The exhibit list should be filed as the main document and each exhibit should be filed/attached as a separate PDF attachment to the main document.
 - The paper copy shall be single-sided, with each exhibit tabbed and stickered as described above. The paper copy is required to be delivered to the Court three (3) business days prior to the date of the hearing/trial. NOTE: If there are ten (10) or more exhibits, the exhibits shall be placed in a tabbed, three-ring binder.
4. The Court requires a second paper copy, to be brought to Court on the day of the final hearing/trial, for use by the witness(es) under examination. NOTE: If there are ten (10) or more exhibits, the exhibits shall be placed in a tabbed, three-ring binder.
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.