

IN THE UNITED STATES DISTRICT COURT  
FOR THE WESTERN DISTRICT OF WISCONSIN

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PROCEDURE FOR MARKING EXHIBITS IN  
CASES INVOLVING PRO SE LITIGANTS

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All exhibits that may be offered at trial shall be prepared before commencement of trial. Questions concerning these instructions may be directed to the clerk's office, 608-264-5156.

1. All exhibits are to be numbered in the bottom right-hand corner.
2. Each exhibit shall be listed on the attached exhibit list. The list should state to whom each exhibit belongs, its number, and a brief description.
3. Plaintiff(s) shall use exhibit numbers starting with 1. Defendant(s) shall begin numbering with 101.
4. A copy of the exhibit list and a copy of each of the exhibits that may be offered must be provided for the opposing party. The originals will be given to the clerk. An additional copy of the exhibit list and exhibits may be provided for the judge's use.
5. Once reference is made to an exhibit at trial, the exhibit becomes part of the record and custody is transferred to the clerk, even though the exhibit might not be formally offered or received.

Theresa M. Owens  
Clerk of Court

