

**ORDER CONCERNING USE OF EXHIBITS IN CIVIL TRIALS
BEFORE JUDGE VICKI MILES-LaGRANGE**

1. Joint Exhibit Books for Pretrial Conference and Trial

- A. Prior to pretrial conference, counsel shall meet in person in a *good faith* attempt to eliminate objections to exhibits for trial.
- B. Prior to the pretrial conference, counsel shall prepare Exhibit Book(s), which shall contain three sections, as follows:
 - (1) **Joint Exhibits** (exhibits offered by either party to which there are no objections). These exhibits shall be labeled as “**EXHIBIT _____**” and shall be numbered consecutively from number **1** forward.
 - (2) **Plaintiff’s Exhibits to which Defendant Objects**. These exhibits shall be labeled as “**PLF’S EXHIBIT _____**” and shall be numbered consecutively from number **1** forward.
 - (3) **Defendant’s Exhibits to which Plaintiff Objects**. These exhibits shall be labeled as “**DFT’S EXHIBIT _____**” and shall be numbered consecutively from number **1** forward.

If the exhibits are too voluminous to be contained within one three-ring binder, the exhibits may be divided into two or more exhibit books (one containing the joint exhibits and the other(s) containing the plaintiff’s & defendant’s exhibits).

C. Number of Joint Exhibit Books

- (1) For jury trials, counsel shall prepare two Exhibit Books (one for the Court and one for the witness stand) in addition to those for counsel.
- (2) For non-jury trials, counsel shall prepare three Exhibit Books (one for the Court, one for the witness stand and one for the law clerk) in addition to those for counsel.

****Exhibit books (for the Court, witness stand and law clerk (if applicable)), are to be given to the Courtroom Deputy prior to the beginning of the trial****

- D. Counsel shall bring the Exhibit Books to the pretrial conference.
- E. The “originals” of the exhibits shall be placed in the Exhibit Book that is designated for the witness stand, since that is the book that will be delivered to the jury for deliberations.

2. Proposed Final Pretrial Order -- Paragraph 6 -- Exhibits

Paragraph six (6) of the Final Pretrial Order form (see Appendix IV to the Local Rules for the Western District of Oklahoma) is amended to conform to the exhibit numbering scheme described above.

3. Admission of Exhibits Into Evidence

At the beginning of trial, the parties may jointly move for the admission of the Joint Exhibits into evidence. Exhibits to which a party objects may be offered for admission into evidence at any appropriate time during trial.

4. Exhibits for Jury Deliberations

At the conclusion of the trial, counsel shall assist the Courtroom Deputy in removing from the Exhibit Book(s) any exhibits that were *not admitted into evidence*. The Court **WILL NOT** permit enlargements of admitted exhibits into the jury deliberation room.