

Local Bankruptcy Rules -- Northern District of Ohio

Rule 9070-1 EXHIBITS

(a) *Marking of Exhibits and Index of Exhibits.* Unless otherwise ordered by the Court, the following conventions shall govern the marking and indexing of exhibits:

(1) *Case Number and Exhibit Stickers.* All exhibits must bear the case number and shall be marked before trial with exhibit stickers.

(2) *Plaintiff's Exhibits.* The plaintiff shall mark exhibits with numbers.

(3) *Defendant's Exhibits.* The defendant shall mark exhibits with letters. If there are multiple defendants, letters shall be used followed by the party's last name. If the defendant has more than 26 exhibits, double letters shall be used.

(4) *Joint Exhibits.* Joint exhibits shall be marked with numbers.

(5) *Multiple-Page Exhibits.* Where a multiple-page exhibit is introduced, multiple pages should be numbered consecutively.

(6) *Index of Exhibits.* An index of the exhibits to be used at trial, along with a brief description of such exhibits, shall be filed with the Court and served upon opposing counsel no later than 7 days before the final pretrial.

(b) *Retention and Disposal of Exhibits.*

(1) *Retention of Exhibits by Counsel.* All models, diagrams, and exhibits of material filed or placed in the custody of the Clerk for inspection of the Court on the hearing of a cause shall be taken by the party presenting the model, diagram, or exhibit at the conclusion of the hearing unless a party should object and request that the item be retained by the Clerk and the Clerk is so ordered by the Court in writing. It shall be the responsibility of the party offering the model, diagram, or exhibit to maintain the offered or accepted exhibits until after the entering of final judgment or final judgment on appeal on matters appealed, whichever is later, unless directed otherwise by the Court. Upon motion of any party and/or the Court's order, when a demonstrative exhibit is retained by counsel, a picture or other paper record must be substituted for the exhibit.

(2) *Disposal of Exhibits by the Clerk.* When an exhibit is retained in the custody of the Clerk, it shall be removed by counsel within 60 days after entry of final judgment or final judgment on appeal. All exhibits not removed by counsel shall be disposed of by the Clerk as waste at the expiration of the withdrawal period.