

**UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF VIRGINIA  
EXHIBIT INSTRUCTIONS**

All exhibits must be filed electronically prior to the hearing in the electronic filing system (ECF).

The Exhibit list must be typewritten, double-spaced, and should briefly describe each exhibit to be introduced at trial. The “admitted” and “marked” columns should be left blank.

Counsel should pre-mark exhibits near the bottom of the exhibit.

If a group of related items, such as checks or photographs, are to be introduced, each individual item must have page numbers.

Plaintiff’s exhibits are to be in numerical order.

Defendant’s exhibits are to be in alphabetical order.

Government exhibits should be marked “Government.”

Joint exhibits should be marked “Joint exhibits.”

If there is more than one Plaintiff or Defendant, the exhibit must identify the party on exhibit.

For exhibits that contain multiple pages, please identify the number of pages within each exhibit. (Example: Defendant Exhibit A - Page 1 of 10)

The marked exhibit shall contain the exhibit number (or letter), the case number [and adversary proceeding number, if applicable] and the date of the trial or hearing.

Example of exhibit format:

Plaintiff's Exhibit #1 07/01/92 Case #92-00001 APN 92-00017A Page 1 of 10
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**Counsel must bring to court three (3) separate sets of exhibits for court use during the Trial, one set for the Judge, one for the Law Clerk, and one for the use by witnesses unless the litigant has obtained permission from the court in advance of the Trial to provide electronic exhibits at the Trial.**