

NOTICE

GUIDELINES FOR PRESENTING EVIDENCE AT HEARINGS

Honorable C. Kathryn Preston
October 2015

The following procedures shall be used when preparing evidence for presentation at hearing or trial:

All documentary exhibits shall be prepared for presentation at any proceeding as follows:

- (a) exact copies of each original exhibit to be introduced shall be available for the witness, the examining attorney, any other party or party's counsel present at the proceeding, the Court, and the Court's law clerk;
- (b) prior to the proceeding, all exhibits and copies thereof shall be clearly labeled and marked as set forth in the instructions to Local Bankruptcy Rules Form 7016-1-Attachment B;
- (c) in the event that a party has more than 2 exhibits, exhibits for use by the witness and the Court shall be placed in a binder in sequential order and;
- (d) any personally identifiable information which is neither necessary nor relevant to the case, shall be redacted from all exhibits and copies thereof¹. If such information is necessary and relevant, the presenting party shall remove or partially redact the information: social security numbers shall be redacted to show only the last four digits; birth dates should contain only the year of birth; financial account numbers should be redacted to the last four digits; and references to individuals known to be minors shall be by initials.

In the event that the presenting party chooses to utilize the electronic evidence presentation system in the courtroom, the party shall still provide a hard copy of the exhibit(s) for the official court record and for the Court's use, marked, redacted and bound as indicated above. If a party wishes training on the use of the electronic presentation system, the party shall contact the Courtroom Deputy **before the date of the hearing** to arrange for training at a mutually convenient time.

¹ Personally identifiable information includes social security numbers, dates of birth, personal financial account numbers, and names of minor children.