

VIRGINIA:

IN THE CIRCUIT COURT OF FAIRFAX COUNTY

TO: All Attorneys of record and Pro-Se parties

NOTICE OF PROCEDURE FOR TRIAL EXHIBITS

A **LIST** of exhibits specifically identifying each exhibit to be introduced at trial must be filed with the Clerk of the Court on or before the date stated in the Scheduling Order. (LIST ONLY!)

A **COPY** of all exhibits not previously supplied in discovery must be delivered to opposing counsel or party on or before the date stated in the Scheduling Order.

The original exhibits must be brought to court the DAY of TRIAL.

1. Exhibits should be on standard size paper and inserted into binders. If necessary, pictures should be taken of the large exhibits and inserted into the binders. Counsel/Pro Se parties must bring to trial a sufficient number of binders with pre-marked exhibits so that one binder each can be given to the judge, opposing counsel, and placed on the witness stand.
2. The Exhibit List Form should be completed and inserted into the front of the binder. Please do not mark anything in the last two columns
3. Mark each exhibit with appropriate labels. Record both the exhibit and case number on the labels. Please leave sufficient space for the Judge's initials and the date. **(The case Tracking Program DOES NOT GIVE out exhibit labels)**