

JUDGE ZURZOLO'S PROCEDURES REGARDING TRIAL EXHIBITS

Please read the attached Rule 9013-2 regarding trial exhibits.

Note: If these instructions are not followed explicitly, you may be liable for sanctions.

Exhibit tags may be obtained from either the calendar clerk on the 9th floor or the court recorder prior to the trial.

TRIAL BRIEFS AND EXHIBITS

Rule 9013-2

(a) TRIAL BRIEFS.

Unless otherwise ordered by the Court, at least five (5) Court days before trial is scheduled to commence, each counsel may file and serve a trial brief which may contain:

- (1) A concise statement of the facts of the case;
- (2) All admissions and stipulations;
- (3) A short summary of the points of law involved, citing authorities in support thereof; and
- (4) Any anticipated evidentiary problems.

In appropriate cases, the court may require submission of trial briefs.

(b) TRIAL EXHIBITS.

Unless otherwise ordered by the Court, all trial exhibits shall be numbered as set forth in Local Bankruptcy Rule 1002-1(f) and marked for identification with tags available from the Clerk's Office. (*Tag should be placed on the back of the last page of the document.)

It shall be the responsibility of all parties presenting exhibits to tag the exhibits and prepare an "exhibit register" on the form available from the Clerk's Office prior to the hearing.

The tagged exhibits and completed "exhibit register" are to be turned over in the courtroom to the Court Room Deputy or Court Recorder prior to the beginning of the hearing.

Each party shall bring sufficient copies (*four copies) of each exhibit for all counsel, the witness and the Judge.

***this language is not part of the original Local Rules, but is a part of Judge Zurzolo's instructions.**

ATTORNEY FOR: _____

**United States Bankruptcy Court
Central District of California**

In re:

Case No. _____

Adversary/Motion No. _____

Debtor(s)

Chapter 7 11 13

EXHIBIT REGISTER AND NOTICE

Plaintiff/Movant(s)

RE: DISPOSITION OF EXHIBITS

v.

Hearing Date: _____

Time: _____

Defendant/Respondent(s)

Place: _____

LIST OF EXHIBITS (*Numbered, Tagged and a Brief Description)

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____
- 7. _____
- 8. _____
- 9. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____
- 14. _____
- 15. _____

** Exhibits of Plaintiff/Movant shall be marked numerically*

** Exhibits of Defendant/Respondent shall be marked alphabetically*

B-3024 Rev. 2/21/96 A.S.

NOTICE RE: DISPOSITION OF EXHIBITS

Notice is hereby given that exhibits presented to the Court must be withdrawn from the Clerk's Office after the expiration of the time for appeal, or where no appeal is taken, entry of a stipulation waiving or abandoning the right to appeal, final disposition of the appeal, or by order of the Court, (Rule 5003-2-(2)(b)). Exhibits must be withdrawn within 30 days of this notice. Exhibits which are not withdrawn shall be destroyed.

DATED: _____

JON D. CERETTO
Clerk of Court

By: _____
Deputy Clerk

Disposed of on _____

Deputy Clerk _____

Withdrawn on _____

By: _____