



**UNITED STATES BANKRUPTCY COURT
CENTRAL DISTRICT OF CALIFORNIA
NORTHERN DIVISION**

GUIDELINES FOR SUBMITTING EXHIBITS

1. Unless otherwise ordered by the court, an original and 1 copy of any trial/hearing exhibits and trial/hearing briefs must be submitted 1 week prior to the scheduled trial/hearing and served on opposing counsel. Both copies must be tabbed prior to submission for judicial review.
2. The exhibit title must state “Exhibit for Trial” or “Exhibit for Hearing” followed by any other description as warranted.
3. The exhibit register must be prepared in advance, and attached to exhibit upon submission to the Clerk’s Office for lodging.
4. The exhibit must be bound, preferably on the left side, consistent with a 3-ring binder or reinforced cardboard covers on front and back.
5. Exhibits must be tagged prior to submission on the bottom left reverse side of the last page of each exhibit as follows:

Plaintiff = Yellow numeric tags Defendant = Blue alphabetic tags

6. All models, diagrams, documents or other exhibits lodged with the clerk that are admitted into evidence or marked at trial shall be retained by the clerk until expiration of the time for appeal without any appeal having been taken, entry of a stipulation waiving or abandoning the right to appeal, final disposition of any appeal, or order of the court, whichever occurs first. The clerk shall thereafter return such exhibit (except contraband) to the person or persons to whom it belongs. If any exhibit is not withdrawn from the Clerk’s Office within 30 days after the person or persons to whom it belongs are given written notice to claim it, the clerk may destroy the exhibit or otherwise dispose of it as the court may approve.
(Local Bankruptcy Rule 9070-1(b))

If you have any questions, please contact Kam Rust at (805) 884-4873.