

**PROCEDURES:
WHAT TO DO WITH THE “WITNESS AND EXHIBIT LIST”
NOW THAT YOU HAVE FILLED IT OUT**

- STEP 1:** **REVIEW THE COURT FORM CALLED “WITNESS AND EXHIBIT LIST.”** Make sure that the “**Witness and Exhibit List**” has been completely filled out. **(Type or use black ink.)** Be sure to sign and date it before you make the copies, even though you have not actually done all the things you promised to do on the last page of the “**Witness and Exhibit List.**”
- STEP 2:** **COPIES. Make two copies** of the “Witness and Exhibit List” and follow these instructions exactly:
- 1) ORIGINAL “WITNESS AND EXHIBIT LIST:” File the original “Witness and Exhibit List” with the Clerk of the Court where you filed your case. You will not file your exhibits until a few days prior to your Trial with the Court. Then, you will have them marked by the Court Clerk.
 - 2) COPY 1 OF “WITNESS AND EXHIBIT LIST:” Mail one copy to the other party or to his/her attorney, if the other party is represented by an attorney. If the other party is not represented by an attorney, make sure you mail a copy to the other party. You must include a copy of any and all exhibits you plan to use as evidence at your Trial. The judge will not allow you to present any evidence or exhibits which you have not already shared with the other party in your case.
 - 3) COPY 2 OF “WITNESS AND EXHIBIT LIST:” This is your copy. When you file the original with the Clerk of the Court, ask the Clerk to stamp this copy for you. This is called a “conformed copy.” It is proof that the original was filed. **Keep this copy for your records.**