

**UNITED STATES BANKRUPTCY COURT
MIDDLE DISTRICT OF ALABAMA**

In re:)
)
PRO SE PARTY) **Administrative Order No. 2020-13**
EVIDENCE PROCEDURES)
FOR TRIALS AND EVIDENTIARY)
HEARINGS)

ADMINISTRATIVE ORDER

This Administrative Order covers how *pro se* parties must prepare and submit exhibits for use in trials and evidentiary hearings before the U.S. Bankruptcy Court for the Middle District of Alabama.

If the *pro se* party has access to the necessary technology (e.g., a scanner, Adobe Acrobat, and email), he or she shall follow the attorney procedure for marking and submitting evidence. Otherwise, *pro se* parties shall follow the procedure outlined below:

1. *Pro se* parties shall furnish via mail or hand delivery the following to the judge’s courtroom deputy so they are received by the court no later than five business days before the start date of the hearing or trial:

a. A typed descriptive list of all exhibits to be offered. (See attachments 1 and 2 for fillable templates.)

b. Pre-marked original exhibits.

- 1) Stickers for marking exhibits shall identify clearly the party to whom the exhibit belongs and shall be numbered sequentially as described in paragraph 2 below.
- 2) Originals and all copies must be pre-marked. When in court, give originals to the courtroom deputy; give copies to the judge and opposing parties. If the trial or hearing is being held during the pandemic, wear protective gloves while handling hardcopy evidence.
- 3) For everyone's easy reference, exhibit stickers shall be placed so they will be clearly visible when placed in numerical order. On portrait-view documents, place the exhibit sticker in the upper right-hand corner; on landscape-view documents, place the exhibit sticker in the upper left-hand corner. (See attachment 3 for an example.) Coordinate with the courtroom deputy prior to trial if you expect to have logistical issues with large or bulky physical exhibits.

2. Mark exhibits using the following party abbreviations:

a. For adversary proceedings use the following:

- 1) Plaintiff
- 2) Defendant

b. For hearings in the main bankruptcy case use the following:

- 1) DR for Debtor
- 2) TR for Trustee
- 3) CR for Creditor

c. Mark all exhibits numerically in sequence commencing with the number 1.

d. If there are multiple creditors, defendants, or third-party defendants submitting separate exhibits, use a one-name designation for the specific party following the appropriate abbreviation and before the exhibit number. See below for examples:

1) Two defendants in an adversary proceeding, Johnson and Bell:

Mark Mrs. Johnson's exhibits as Defendant Johnson 1, Defendant Johnson 2, etc., and mark Mr. Bell's exhibits as Defendant Bell 1, Defendant Bell 2, etc.

2) Two creditors in the bankruptcy case, Jones and Smith:

Mark Mrs. Jones' exhibits as CR Jones 1, CR Jones 2, etc., and Mr. Smith's exhibits as CR Smith 1, CR Smith 2, etc.

3. Copies of the exhibits must be provided to the opposing party no later than five business days before the start of the trial or hearing, and all parties and witnesses should review the evidence prior to the trial or hearing date. No court time will be spent to review documents previously available. At the commencement of the proceeding, all agreed-to exhibits will be offered and received into evidence. The remaining evidence will be ruled on during the proceeding.

4. If you plan to use an exhibit that was marked and admitted in a prior hearing, do not mark it with a new number. Keep the same exhibit number, and state for the record the date it was previously admitted.

Done this the 7th day of August 2020.

/s/ William R. Sawyer
William R. Sawyer
Chief United States Bankruptcy Judge

/s/ Bess M. Parrish Creswell
Bess M. Parrish Creswell
United States Bankruptcy Judge

3 Attachments:

1. Exhibit Log, page 1
2. Exhibit Log, additional pages
3. Where to Place Exhibit Tags



UNITED STATES BANKRUPTCY COURT

Middle District of Alabama

Hon. William R. Sawyer, Chief Judge • Juan-Carlos Guerrero, Clerk of Court

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To uphold the integrity of the bankruptcy process and inspire public confidence by providing professional, courteous and efficient service.

Our Guiding Principles:

Integrity | Service | Innovation | Teamwork | Excellence



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