

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

In re:)
)
ATTORNEY EVIDENCE) **Administrative Order No. 2020-14**
PROCEDURES FOR TRIALS)
AND EVIDENTIARY HEARINGS)

ADMINISTRATIVE ORDER

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

1. Not later than five business days prior to the hearing, the parties shall transmit to Chambers a typed descriptive list of all exhibits to be offered (see attachments 1 and 2 for fillable templates) and to each of the following, all exhibits, all pre-marked:

a. Chambers at:

1) Judge Creswell: ALMB_Exhibits_4C@almb.uscourts.gov

2) Judge Sawyer: ALMB_Exhibits_4D@almb.uscourts.gov

b. each other; and

c. each witness to be examined regarding the exhibits.

2. The exhibits must be submitted in a pdf format. Each party shall combine its exhibits into one pdf portfolio¹, and each individual exhibit shall be pre-marked and bookmarked for easy review by the Court.

3. Marked exhibits shall identify clearly the party to whom the exhibit belongs. Mark exhibits using the following party abbreviations:

a. For adversary proceedings use the following:

1) Plaintiff

¹ Guidance for creating a portfolio can be found at the following website:
<https://helpx.adobe.com/acrobat/using/overview-pdf-portfolios.html>

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.

e. 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 physical exhibits other than paper.

4. Upon receipt of the electronic documents, each party and witness shall take the steps necessary to ensure all electronic documents can be successfully opened and are readily available during the hearing.

5. 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.

6. The official record of exhibits will be maintained electronically by the courtroom deputy. Paper copies of original exhibits may be used in court for demonstrative purposes and questioning. If the trial or hearing is being held during the pandemic, wear protective gloves while handling hardcopy evidence.

7. 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**

Exhibit List

Case Number: _____ Hearing start date _____
Party: _____ Hearing end date _____
Party: _____ Additional Parties: _____

This exhibit list is submitted by: _____

Exhibit Number	Description	Admitted? Yes or No	Notes

Case Number: _____

Hearing start date: _____

Party: _____

Hearing end date: _____

Party: _____

Additional Parties: _____

Party: _____

Exhibit Number	Description	Admitted? Yes or No	Notes



UNITED STATES BANKRUPTCY COURT

Middle District of Alabama

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

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- Electronic Proofs of Claim »

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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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