

Rule 31. Exhibits

(A) Marking of exhibits.

(1) All exhibits must bear the official case number and shall be marked before trial with official exhibit stickers. The plaintiff shall mark exhibits with "Pl. _____" with numbers, and the defendant shall mark exhibits with "Def. _____" with letters. The guardian ad litem shall mark exhibits with "GAL _____" with letters. Unless otherwise ordered by the Court, joint exhibits shall be marked with "Joint Exhibit _____" with numbers. If there are multiple plaintiffs and/or defendants, numbers and/or letters shall be used followed by the party's first initial and last name. If the defendant has more than twenty-six (26) exhibits, double letters shall be used. If there are multiple plaintiffs, numbers shall be used followed by the plaintiff's first initial and last name.

(2) Where a multiple-page exhibit is introduced, multiple pages should be numbered consecutively.

(B) An index of the exhibits to be used at trial, along with a brief description of such exhibits, shall be filed and served upon opposing counsel no later than one week before the final pretrial and updated no less than one week before the trial.

(C) Exhibits introduced become part of the record. Exhibits are retained by the Court for a period of two (2) years except as otherwise ordered by the Court.