

## **Trial Procedure**

1. **Exhibits.** By 5:00 p.m. on the day before the presentation of evidence, counsel for the parties shall meet and review all exhibits that either party seeks to introduce at trial. Counsel shall pre-mark all exhibits prior to the presentation of testimony. Those exhibits entered into evidence by stipulation shall be pre-marked into evidence as numbered exhibits. Otherwise, if a party objects to the admission of an exhibit into evidence, those exhibits shall be pre-marked for identification purposes as lettered exhibits. It shall be the responsibility of counsel to make sure that appropriate evidence stickers are placed on each exhibit prior to the presentation of evidence.
2. **Exhibit and Witness Lists.** Each party shall complete a numbered exhibit list (form available on Court's website) and present it, along with a witness list, to the Court at the commencement of trial.
3. All attorneys/parties participating in the trial shall familiarize themselves, and comply with, the Trial Conduct and Courtroom Decorum Guidelines for Professional Conduct as promulgated by the Florida Bar Trial Lawyers Section.
4. **Envelopes.** Counsel/parties shall provide stamped, self-addressed envelopes (with sufficient postage) for each pro se party for purposes of mailing the final judgment.