

3/15/11

To: Members of the Prince George's County Bar Association
From: Leo E. Green, Jr., Civil Coordinating Judge

Re: **PRE-MARKING EXHIBITS PROCEDURE**

In cases where the pre-trial Judge has indicated that the parties are to pre-mark their exhibits prior to a civil trial, the following is the procedure to follow:

- Attorney will call the Courtroom Clerks' Office (Lead Worker or Supervisor) to schedule an "Exhibit Marking Party" to have exhibits of **25 or more** pre-marked. **Telephone Number 301-952-5016**
- When scheduling an "Exhibit Marking Party", a list of questions will be asked:
 - How many exhibits; Case #; Attorney's Name; Attorney's Telephone #: Attorney's Fax #; Trial Date.
 - Attorney will be instructed on how to prepare an Exhibit List. The Exhibit List is to be brought to the "Exhibit Marking Party".
 - The "Exhibit Marking Party" will be scheduled as close to the Trial Date as possible, preferably on a Tuesday, Wednesday or Thursday at 2:30 p.m.
- Once the information is received; a Scheduling Memorandum will be completed by the Lead Worker/Supervisor with the information received from the person scheduling the "Exhibit Marking Party".
- The Scheduling Memorandum along with a Fax Cover Sheet with a Sample of the Exhibit List is faxed to the Attorney.
- The Attorney is to bring all Exhibits with the Exhibit List to the "Exhibit Marking Party". The CRC /Lead Worker/Supervisor will mark all the Exhibits. Once marked the Attorney will retain all Exhibits until Trial.
- **If the case is settled prior to Trial, the Attorney is to call the CRC's Office to cancel the "Exhibit Marking Party" and inform the Office of Calendar Management.**

Any questions, can be directed to Judge Green at 301-952-3142 or leogreen@co.pg.md.us