

## INSTRUCTIONS FOR WITNESS AND EXHIBIT LIST

### WITNESS LIST

1. Unless otherwise ordered by the Court, seven (7) days prior to an evidentiary hearing, each counsel shall exchange and file a list containing the name and address of each witness on this Court's [Local Form 9017-1](#).
2. The list of witnesses shall contain the name and address of each witness with a brief summary of anticipated testimony. See also [Local Rule 7016-1\(I\)](#)
3. Make certain that all witnesses called to testify identify themselves clearly and spell their names once seated in the witness chair.
4. Make certain that verbal responses are elicited from witnesses.
5. If any witnesses will present testimony containing unusual or technical vocabulary, prepare a list of such names and terms for the Court Recording Deputy.

### EXHIBIT LIST

1. Unless otherwise ordered by the Court, seven (7) days prior to an evidentiary hearing, counsel shall file an exhibit list of their respective exhibits set forth sequentially in the order intended to be identified using this Court's [Local Form 9017-2](#).
2. The list of exhibits shall state each exhibit with specificity, identify the exhibit to be introduced into evidence, and a brief description of the intended purpose for its introduction.
3. Unless otherwise ordered by the Court, seven (7) days prior to an evidentiary hearing, counsel shall mark all exhibits, provide sufficient copies to opposing counsel, and submit, but not file, two (2) sets of the exhibits for the Judge for use on the bench to the Clerk's Office.
4. Plaintiff's/Movants exhibits shall be marked numerically.
5. Defendant's/Respondent's exhibits shall be marked alphabetically.
6. During the trial, exhibits may be introduced into evidence using the Court's Digital Evidence Presentation System. The Digital Evidence Presentation System (DEP) allows parties to present evidence in several forms:
  - a. Paper documents may be displayed on the system using a document camera;
  - b. Documents which have been stored electronically may be presented by connecting a laptop computer with the DEP. The court does not provide laptops;
  - c. Audio and video may be played on the system.
7. In each instance, the parties must provide the Courtroom Recording Deputy with an original and one copy of the exhibits (other than a DVD) in paper form. Training will be made available on an appointment basis if necessary. To request training please contact the court at 918-549-7200 and ask to speak with the ECRO.
8. The parties should present copies of the exhibits to the Court Recording Deputy upon admission at the trial or hearing, but not file, unless designated for appeal. See Local Rule 8006-1(B).

9. Counsel is responsible for ensuring that the record is complete by providing the Court Recording Deputy with all admitted exhibits before the conclusion of the trial or hearing.
10. Counsel should present copies not original exhibits to the Judge or Court Recording Deputy as they Exhibits shall be destroyed at the conclusion of all appeal activity without notice to the parties. See also [Local Rule 5003-1\(A\)](#) and [7016-1\(J\)](#).
11. If the parties have stipulated to the admission of exhibits, the parties shall so inform the Court at trial. Before conclusion of the trial, counsel are responsible for ensuring that the record is complete by providing the Court Recording Deputy with all exhibits admitted by stipulation.
12. Failure to properly prepare for trial could result in sanctions against said counsel.

**Neither counsel nor the parties may deviate from these mandatory instructions without leave of the Court.**

**UNITED STATES BANKRUPTCY COURT  
FOR THE EASTERN DISTRICT OF OKLAHOMA**

**WITNESS & EXHIBIT LISTS AND INSTRUCTIONS FOR SUBMITTING  
ADVERSARY PROCEEDINGS OR BANKRUPTCY CASES**

<p><b>WITNESS LIST:</b> Use Eastern District Bankruptcy Form provided</p>	<p>E-File separately from the pre-trial order: Signed original with the U.S. Bankruptcy Court</p>	<p>Mail: (1) Copy to opposing counsel</p>	
<p><b>EXHIBIT LIST:</b> Use Eastern District Bankruptcy Form provided</p>	<p>E-File separately from the pre-trial order: Signed original with the U.S. Bankruptcy Court</p>	<p>Mail:(1) Copy to opposing counsel</p>	
<p><b>EXHIBITS:</b> <b>Exhibits will not be returned. Do not submit Originals to the Court.</b> Plaintiff's Exhibits are marked numerically. Defendant's Exhibits are marked alphabetically</p>	<p>Mail or Hand Deliver: (2) Marked copies (<b>but do not file</b>) to the U.S. Bankruptcy Court and include (2) copies of the (NEF) electronically filed Witness and Exhibit lists</p>	<p>Mail: (1) Marked copy to opposing counsel</p>	<p>Hand: (1) Marked copy to Court Recording Operator upon introduction and admission of each individual exhibit during the trial or hearing (These Exhibits will not be returned to counsel.)</p>







