* + - 1. **DOCUMENTS AND EXHIBITS**

1. Exhibits and other Documents

Lawyers and self-represented parties are to ensure that they bring to court the required number of copies of any document or exhibit. Generally, the lawyer or self-represented party should have the original exhibit, a working copy for the judge, and a copy for all opposing lawyers or self-represented parties.

1. Joint Book of Exhibits
   1. Lawyers and self-represented parties are strongly encouraged to communicate and collaborate in advance of the proceeding for the purpose of creating a joint book of exhibits. This increases trial efficiency and access to justice.

* 1. Where lawyers and self-represented parties are unable to reach agreement on *all* documents, a joint book of exhibits should nevertheless be prepared in relation to the documents for which there is agreement.
  2. The ultimate admissibility of any document remains the decision of the presiding judge.

1. Court Lettered Exhibits

Occasionally, the court may mark a document as a court lettered exhibit.  Court lettered exhibits are not evidence, but rather assist in creating a record (for example, in a jury trial, the random list of prospective jurors, or the juror questionnaire).