

Court Exhibit Numbering Checklist

ExhibitStampPro Professional Edition ESPRO-NUM-2026-001 Version 2026.1 Last Updated: July 2026

Matter: _____ Attorney: _____ Trial Date: _____

Client: _____ Prepared By: _____ Review Date: _____

01 - BEFORE YOU BEGIN

- ☐ Confirm numbering format with the responsible attorney
- ☐ Confirm court or jurisdiction requirements
- ☐ Check whether prior depositions used sequential numbering
- ☐ Confirm whether plaintiff and defendant use separate prefixes
- ☐ Review existing exhibit lists for the matter

02 - DOCUMENT COLLECTION

- ☐ All documents collected from relevant sources
- ☐ Final versions confirmed (not drafts)
- ☐ Duplicate documents identified and removed
- ☐ All pages present and legible
- ☐ Files organized by intended exhibit order

03 - NUMBERING

- ☐ One unique exhibit number assigned to each document
- ☐ Numbers follow intended sequence (no gaps unless instructed)
- ☐ No duplicate exhibit numbers
- ☐ Party prefix applied consistently (PX-, DX-, etc. if required)
- ☐ Numbering format matches attorney and court requirements

04 - QUALITY CONTROL

- ☐ All numbers match the exhibit list
- ☐ Correct document attached to each exhibit number
- ☐ All pages included per exhibit
- ☐ No exhibits skipped in the sequence
- ☐ Exhibit list reviewed for accuracy

05 - FINAL REVIEW

- ☐ Attorney review completed
- ☐ Cross-references in pleadings verified
- ☐ Exhibit list finalized and exported
- ☐ Backup copy created
- ☐ Production copy ready for filing or deposition

Prepared By: _____ Date: _____ Matter: _____

Reviewed By: _____ Date: _____

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exhibitstamppro.com/resources/how-to-number-court-exhibits