

# Court Exhibit Preparation Checklist

ExhibitStampPro - Professional Edition 2026

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ESPRO-CHK-2026-001 Version 2026.1 Last Updated: June 2026

Use this checklist before filing or trial to confirm every exhibit is complete, labeled, and attorney-ready.

## 01 - Document Collection

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- ☐ All potential exhibits have been collected
- ☐ Final document versions have been confirmed
- ☐ Duplicate documents have been removed
- ☐ Confidential materials have been identified
- ☐ Supporting attachments are included
- ☐ File names follow office naming conventions
- ☐ Documents are organized by matter or witness

## 02 - Document Review

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- ☐ Every page is legible
- ☐ Pages are in the correct order
- ☐ No pages are missing
- ☐ Scanned pages have been rotated correctly
- ☐ Blank pages have been removed where appropriate
- ☐ OCR has been applied when required
- ☐ Color documents remain in color if necessary

## 03 - Exhibit Numbering

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- ☐ Every exhibit has a unique exhibit number
- ☐ Numbering follows court or attorney requirements

- ☐ No duplicate exhibit numbers exist
- ☐ Reserved exhibit numbers have been verified
- ☐ Cross-references have been updated
- ☐ Newly added exhibits have not disrupted numbering consistency

#### **04 - Exhibit Labels and Stamping**

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- ☐ Every exhibit has been stamped
- ☐ Exhibit numbers match the exhibit list
- ☐ Labels are positioned consistently
- ☐ Case information is correct
- ☐ Confidentiality labels have been applied where required
- ☐ No stamp obscures important document content

#### **05 - PDF Quality Control**

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- ☐ PDFs open correctly
- ☐ Bookmarks have been added (if required)
- ☐ Pages display correctly and orientation is correct
- ☐ File sizes are reasonable for filing
- ☐ No password protection prevents access

#### **06 - Exhibit Package Assembly**

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- ☐ Related documents have been combined correctly
- ☐ Exhibit order has been verified
- ☐ Witness exhibit sets have been reviewed
- ☐ Court exhibit packages have been finalized
- ☐ Filing requirements have been confirmed

#### **07 - Exhibit List Verification**

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- ☐ Every exhibit appears on the exhibit list
- ☐ Exhibit descriptions are accurate

- ☐ Numbers match stamped exhibits
- ☐ Duplicate entries have been removed
- ☐ Final exhibit list has been reviewed by the attorney

#### 08 - Final Quality Review

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- ☐ Final attorney review completed
- ☐ Backup copy created
- ☐ Cloud copy synchronized
- ☐ Production copy exported
- ☐ Court-ready package verified

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_ Matter: \_\_\_\_\_

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

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[exhibitstamppro.com/resources/how-to-prepare-exhibits-for-court](https://exhibitstamppro.com/resources/how-to-prepare-exhibits-for-court)