

Trial Exhibit Checklist

ExhibitStampPro Professional Edition ESPRO-TRL-2026-001 Version 2026.1 July 2026

Matter: _____ Attorney: _____ Trial Date: _____

Client: _____ Prepared By: _____ Review Date: _____

PHASE 1 - DOCUMENT COLLECTION (2+ WEEKS BEFORE)

- ☐ All potential trial exhibits collected from relevant sources
- ☐ Final document versions confirmed - not drafts or working copies
- ☐ Duplicate documents identified and removed
- ☐ Confidential or privileged materials reviewed for appropriate handling
- ☐ File names follow office naming conventions

PHASE 1 - EXHIBIT NUMBERING

- ☐ Numbering format confirmed with responsible attorney
- ☐ Court requirements and local rules reviewed
- ☐ Prior deposition exhibit numbers checked for overlap
- ☐ Sequential numbers assigned - no gaps unless specifically instructed
- ☐ Exhibit numbers cross-checked against exhibit list

PHASE 1 - EXHIBIT STAMPING

- ☐ Every exhibit stamped with its exhibit number
- ☐ Label placement consistent across all documents
- ☐ Case caption and identifying information applied where required
- ☐ Confidentiality designations applied where appropriate
- ☐ No stamp obscures important document content

PHASE 2 - PDF QUALITY (24-48 HOURS BEFORE)

- ☐ Every PDF opens correctly and displays without errors
- ☐ All pages legible and correctly oriented
- ☐ No pages missing from multi-page documents
- ☐ Color documents remain in color where required
- ☐ No password protection prevents access

PHASE 2 - PACKAGE ASSEMBLY AND EXHIBIT LIST

- ☐ Exhibits combined in correct order
- ☐ Witness exhibit sets prepared - each contains only appropriate exhibits
- ☐ Exhibit list included at front of each binder or package
- ☐ Every exhibit appears on the exhibit list
- ☐ Exhibit descriptions accurate and consistent with document content
- ☐ Exhibit numbers in list match stamped exhibits exactly
- ☐ No duplicate or missing entries on the exhibit list

PHASE 2 - COPY DISTRIBUTION

- ☐ Court filing copy prepared per local rules
- ☐ Judges copy assembled and confirmed
- ☐ Opposing counsel copy prepared and ready for exchange
- ☐ Individual witness exhibit sets labeled and organized
- ☐ Attorney working copy prepared
- ☐ Backup copy secured separately from trial copies

PHASE 2 - FINAL ATTORNEY REVIEW

- ☐ Attorney has reviewed the complete exhibit package
- ☐ Exhibit order confirmed as final
- ☐ Exhibit list reviewed and approved by attorney
- ☐ Attorney has authorized the package for use at trial

PHASE 3 - TRIAL DAY

- ☐ Packages organized and accessible
- ☐ Digital backup available and confirmed functional
- ☐ Exhibit list matches packages in hand
- ☐ Witness exhibit sets available and labeled by witness
- ☐ Late additions: numbered, stamped, added to list, and distributed
- ☐ Attorney briefed on exhibit order and any late changes

Prepared By: _____ Date: _____

Reviewed By: _____ Date: _____

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