

## **SMOOTH EXHIBIT HANDLING:**

1. Have lots of copies
2. Prepare an exhibit list of all exhibits in the case file, whether or not you intend to use them. Include the depositions, which you may need on cross-examination. Put them in the following order:
  - A. All exhibits you will use on direct examination.
  - B. The depositions
  - C. All other exhibits
3. If the competition rules have a joint exhibit list with the exhibits numbered (this may be in the table of contents or a pretrial order), use those numbers. If not, give the exhibits your own numbers. In either event, mark one set of exhibits with those numbers.
4. At the start of trial, hand the exhibit list to the judge and opponent.
5. When the time comes to introduce an exhibit, you first need to establish the existence and relevance of the document and the witness's competence to authenticate it, e.g.:
  - Q: Did you prepare an accident report?
  - Q: Does it describe the accident between Ms. Hampton and Mr. Jarvis?
  - Q: Do you think you could identify that report if I showed it to you?
6. Then ask to approach, hand the document to the witness, and authenticate it through non-argumentative leading questions
  - Q: May I approach the witness and show him Plaintiff's Exhibit 1?  
[Show it briefly to opposing counsel -- do not hand it to them]
  - Q: Handing you Plaintiff's exhibit 1, is this the accident report you prepared?
  - Q: Does it appear to have been altered in any way?
  - We move Plaintiff's Exhibit 1 into evidence.
7. Then ask permission to publish it to the jury, explaining what method you would like to use.
  - May I publish this to the jury by:
    - a. Handing it to them and having them examine it.
    - b. Distributing copies
    - c. Displaying it on an easel
    - d. Displaying an enlargement on an easel.
8. If appropriate, ask: "May the witness step down so that I can ask him/her to point out certain features of this exhibit."