

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF LOUISIANA  
SHREVEPORT and MONROE DIVISIONS

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**STANDING ORDER REGARDING REQUIREMENTS FOR EXHIBITS IN  
ADVERSARY PROCEEDINGS AND OTHER CONTESTED MATTERS BEFORE  
JUDGE JEFFREY P. NORMAN**

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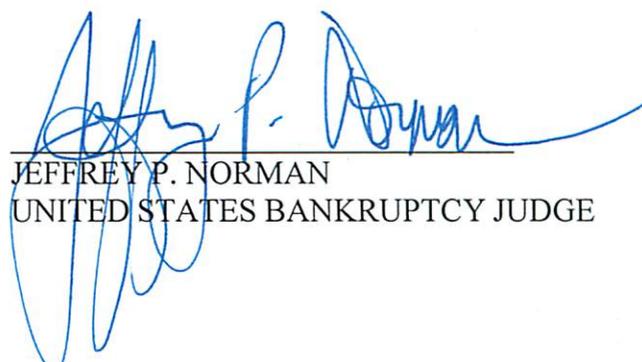
When any party anticipates introducing exhibits into evidence at a hearing or trial, the following requirements will apply:

- 1.) Prior to the hearing or trial, parties must file through CM/ECF an exhibit list that conforms to the standard form attached to this Standing Order.
- 2.) Exhibits must be pre-marked by party and number (e.g., Debtor 1, Debtor 2, Creditor 1, Creditor 2, Trustee 1, Trustee 2, Plaintiff 1, Plaintiff 2, Defendant 1, Defendant 2, etc.). Additionally, exhibits that are multiple pages must be stapled or permanently bound. No paper clips, binder clips or unbound documents.
- 3.) Parties must bring to the hearing or trial the original exhibit and exhibit list plus four additional copies (Attorney Copy, Opposing Counsel Copy, Witness Copy, 2 Court Copies)
- 4.) An exhibit list and exhibits must be exchanged with opposing counsel prior to the hearing or trial and produced to the Court when the case is called for hearing.

**IT IS ORDERED** that any exhibit not in conformity with these requirements will not be admitted into evidence and will not be permitted to be used at hearing or at trial.

**IT IS FURTHER ORDERED** that this Standing Order shall only apply to those cases presided over by Judge Jeffrey P. Norman.

DATE: January 16, 2015

  
JEFFREY P. NORMAN  
UNITED STATES BANKRUPTCY JUDGE

UNITED STATES BANKRUPTCY COURT  
WESTERN DISTRICT OF LOUISIANA  
SHREVEPORT DIVISION

CASE NO. \_\_\_\_\_

CHAPTER \_\_\_\_

CONTESTED MATTER () or  
ADVERSARY PROCEEDING NO. \_\_\_\_\_

EXHIBITS TO BE OFFERED BY \_\_\_\_\_

DESIGNATION

DESCRIPTION

IDENTIFIED

ADMITTED