**EXHIBIT LIST SAMPLE AND GUIDELINES**

Below is a sample format of an exhibit list for Judge Sarah A. Castle. Parties are free to generate and format their exhibit lists in a manner convenient to them, but the list shall contain at least the minimum information set forth below.

The exhibit list shall contain ALL exhibits that the party intends to offer for addition into evidence. Those exhibits should be appropriately identified and labeled. This list shall also include any documents or things the party intends to use for demonstrative purposes. Although these items will not be admitted into evidence, if they will be used during the court of the trial for any purpose they must be disclosed and properly identified and labeled.[[1]](#footnote-1)

Similarly, any exhibit that may be referenced, but inadmissible (e.g. a report or item used to refresh recollection) should be appropriately identified, labeled and added to the exhibit list. While it may not be admitted into evidence, it will be referred to by exhibit number at trial and therefore should be included in the exhibit list.

**IN THE CIRCUIT COURT OF JACKSON COUNTY, MISSOURI**

**AT KANSAS CITY**

**STATE OF MISSOURI,**

**Plaintiff,**

**v.**

**,**

**Defendant.**

**Case No.**

**Div. 1**

**EXHIBIT LIST**

The State of Missouri, by and through Assistant Prosecuting Attorney, , hereby submits the State’s list of exhibits in accordance with the Court’s Scheduling Order entered on .

| **Exhibit No.** | **Item Description** | **Date / Time Offered** | **Objection**  **Y/N** | **Action Taken** | **Notes** |
| --- | --- | --- | --- | --- | --- |
| Ex. | Photo of Courtroom | 01-01-2025 10:00 AM | No | Admitted | None |
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1. Provided the parties have complied with Mo. Sup. Ct. R. 25, the parties are not required to have prepared and exchanged demonstrative exhibits prior to the submission of the exhibit list, however the exhibit list should include placeholders for all intended demonstratives. To the extent a demonstrative has been prepared, or the party is aware of its intent to use a particular document for demonstrative purposes only, those items should be exchanged, appropriately identified, and included in the exhibit list. [↑](#footnote-ref-1)