

INSTRUCTIONS

Exhibit List and List of Supporting Documents

CIVIL CASES

When getting ready for a trial, you may need to have an **Exhibit List** (CIV902), which is a list of all of the documents and objects you plan to offer into evidence.

Affidavits: List of Supporting Documents

A **List of Supporting Documents** (CIV903) can be used to list the documents that you believe support the facts stated in your *Affidavit* or other pleading.

The Court has forms and instructions, for some types of cases, as a general guide to the court process. These instructions explain the steps in more detail and answer common questions, but are not a full guide to the law. Court employees may be able to give general information on court rules and procedures, but they cannot give legal advice.

Got a question about court forms or instructions?

- Visit www.MNCourts.gov/SelfHelp
- Call the MN Courts Self-Help Center at (651) 435-6535

Not sure what to do about a legal issue or need advice?

- Talk with a lawyer
- Visit www.MNCourts.gov/Find-a-Lawyer.aspx

Helpful materials may be found at your public county law library. For a directory, see <http://mn.gov/law-library/research-links/county-law-libraries.jsp>. For more information, contact your court administrator or call the Minnesota State Law Library at 651-297-7651.

NOTE: The *Civil Trial Booklet*, CIV201 (<http://mncourts.gov/GetForms.aspx?c=7&f=161>), has information about preparing for trial. The “Preparing Evidence” section talks about Witness Lists and Exhibit Lists.

You will need a copy of your *List* (and any attachments) for each party in the case and for yourself. If there is a *trial*, you may need another copy for the judicial officer.

The Caption

<p>State of Minnesota</p> <p>County 1</p> <hr/> <p>Plaintiff 3</p> <p>vs</p> <hr/> <p>Defendant 4</p>	<p style="text-align: right;">District Court</p> <p>Judicial District: 2</p> <p>Court File Number: _____</p> <p>Case Type: _____</p> <p style="text-align: center; margin-top: 20px;">Name of Form</p>
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Each *List* has a **caption** at the top of the page. Look at a current order or other document from your case for the:

1. County where the case is located.
2. Judicial district number, court file number; and case type.
3. Name of Plaintiff.
4. Name of Defendant.

NOTE: If you are listed as the Plaintiff on the current order or other document, then you will still be the Plaintiff. If you are listed as a Defendant, then you will still be the Defendant.

Exhibit List

Preparing for Trial – *Exhibit List* (CIV902)

I am the <input type="checkbox"/> Plaintiff / <input type="checkbox"/> Defendant in this case. I plan to present the following exhibits during trial: 1
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1. After the caption, check the box telling if you are the Plaintiff or Defendant.

Exhibit #	Description

2. Look at the pretrial order issued in your case; it may contain a numbering system you should use. If not, then check with court administration or your judicial officer's clerk. Mark each document or object with an exhibit number you've been assigned to use. The *Civil Trial Booklet* has more information about this. See <http://mncourts.gov/GetForms.aspx?c=7&f=161>.

3. Describe each exhibit. If you need more space to list your trial exhibits, add another piece of paper.

4. Date, sign, and print your name at the bottom of the form.

Dated _____	Signature _____
	Name: _____

List of Supporting Documents

Supporting an *Affidavit* or Other Pleading
List of Supporting Documents (CIV903)

A *List of Supporting Documents* may help you organize the documents that support your affidavit or other pleading. The documents listed are not “exhibits,” and there is no trial (but there might be a hearing).

Fill out the caption (described above).

Then fill out the rest of the form:


<p>1. I am the <input type="checkbox"/> Plaintiff / <input type="checkbox"/> Defendant in this case.</p> <p>2. I am including the following documents as attachments to support my:</p> <p><input type="checkbox"/> Affidavit <input type="checkbox"/> Other form: _____</p>	
Attachment Number	Description

1. Check the box showing your role in the case (Plaintiff or Defendant).

2. If these documents support your *Affidavit*, check that box. If they support a different form, fill in the name of the form on the line.

Put a number on each of the attachments (for example, “Attachment 1,” “Attachment 2,” etc.).

3. List each attachment number.
4. Describe each attachment.
5. Date and sign the form, then print your name.

Dated _____		Signature _____
		Name: _____

Remember: You will need a copy of your *List* (and any attachments) for each party in the case and for yourself. If there is a *trial*, you may need another copy for the judicial officer.