

**Evidentiary Protocol**  
**Chief Judge Rice's Courtroom 9-D in Baltimore**  
**(Effective November 7, 2024)**

Any party intending to submit exhibits in an evidentiary hearing or trial before Chief Judge Rice in Courtroom 9-D in Baltimore shall follow the procedures outlined below. The Court may, on its own initiative or on the request of a party, excuse a party from complying with these procedures. Any request by a party to be excused from these procedures must be filed with the Court prior to the exhibit submission deadline in the contested matter or adversary proceeding. All questions concerning this Protocol should be submitted to Chief Judge Rice's Courtroom Deputy, Cherita Scott, at [hearings\\_der@mdb.uscourts.gov](mailto:hearings_der@mdb.uscourts.gov).

**1. Submitting Exhibits**

**General Requirements:**

- a. All exhibits must be filed on the docket **at least seven (7) days before the hearing** or by the exhibit submission deadline imposed by a scheduling order in the particular contested matter or proceeding. Parties should then bring the physical copies outlined below on the day of the hearing. EXHIBITS THAT ARE NOT PRE-FILED MAY BE EXCLUDED FROM EVIDENCE.
- b. An exhibit list that complies with the identification scheme outlined below should be filed on the docket with the exhibits.
- c. Any objections to exhibits must be filed on the Court's docket **at least two (2) days before the hearing** or by the deadline imposed by a scheduling order in the particular contested matter or proceeding. Any exhibits not objected to in writing by the submission deadline may stand as admitted into evidence.
- d. Any exhibits, including those not objected to, must be moved for admission by the party at the hearing in order to be admitted by the Court.
- e. The Court should receive three (3) copies of bound or bindered, labeled exhibits. Double sided copies of exhibits are ***strongly encouraged*** and binder size should not exceed four (4) inches (use additional binders if necessary to avoid overstuffing so that pages turn easily). Each binder should begin with an exhibit list identifying each exhibit by number and each exhibit should be tabbed with exhibit numbers.
- f. Parties need not include documents to be used solely for impeachment in exhibit lists and pre-filed exhibits, however, they should bring five (5) copies to the hearing to be labeled and distributed among the parties and the Court.

**Expedited Matters:**

- g. Hearings on matters that are set for expedited hearing within thirty (30) days of filing such as motions for relief from stay are exempt from the seven-day requirement and parties may bring their exhibits to Court the day of the hearing.
- h. To aid in resolving matters without a hearing and facilitating stipulations of fact that decrease hearing length for such expedited matters, it is ***strongly encouraged*** that parties file an electronic courtesy copy of their exhibits with an accompanying exhibit list on the docket a day or more in advance of the hearing.

- i. As a reminder, any motion for relief from stay or Chapter 13 confirmation docket matters that are expected to take longer than one (1) hour should be specially set for a different day. Please contact the Courtroom Deputy to reschedule your matter.

**Specific Requirements:**

- j. Exhibits shall begin with the exhibit list identifying each exhibit by number pursuant to the identification scheme described below. An example of an acceptable exhibit list is as follows (note, the last column should be left blank and is for the Court's use):

Exhibit No.	Description	Offered	Objection	Admitted
P01	Agreement			
P02	Amendment No. 1			
P03	Letter			

- k. Each exhibit shall be labeled by a tabbed exhibit number and shall include sequential page numbering, *i.e.* Bates Numbering.

**2. Exhibit Identification Scheme**

- a. Plaintiff's and defendant's exhibits must follow a specific alpha-numeric naming scheme.

P01 Plaintiff's exhibit No.1

P25 Plaintiff's exhibit No.25

D01 Defendant's exhibit No.1

- b. Additional parties, including any additional plaintiffs, should use separate letters in their alpha-numeric naming scheme.

*Examples:*

G01 Government's exhibits

S01 Additional Plaintiff - Smith's exhibits

T01 Additional Defendant - Taylor's exhibits

M01 Movant's exhibits

R01 Respondent's exhibits

**3. Witnesses**

A witness list must be filed on the Court's docket **at least seven (7) days before the hearing** or by the submission deadline imposed by a scheduling order in the particular contested matter or proceeding that is not an expedited matter. WITNESSES THAT ARE NOT INCLUDED ON THE PRE-FILED LIST MAY BE EXCLUDED FROM TESTIFYING.