

## Submission of Exhibits for Evidentiary Hearings

Unless otherwise ordered by the Court, in advance of any evidentiary hearing:

1. Counsel shall exchange documents, including any exhibits parties intend to use at the hearing no later than **7 days** prior to the hearing.
2. Counsel shall mark all exhibits and file on the docket a cover page listing each exhibit, with each exhibit as a separate attachment thereto (e.g., if the cover page is docket no. 50, Exhibit A will be 50-1, Exhibit B will be 50-2, etc.) no later than **3 business days** prior to the hearing.
3. Counsel shall create a PDF containing all “file stamped” exhibits, with each exhibit separately bookmarked, and shall email this PDF to chambers ([SMS\\_Chambers@ganb.uscourts.gov](mailto:SMS_Chambers@ganb.uscourts.gov)), copying opposing counsel and any other party participating in the hearing, no later than **3 business days** prior to the hearing. If the PDF file size exceeds 250MB, it should be broken down into separate files not exceeding 250MB and each file should be emailed separately.
4. No hard copies of exhibits should be exchanged unless agreed by the parties or directed by the Court. No hard copies of exhibits should be delivered to chambers unless specifically requested by the Court; provided, however, that if the hearing is scheduled to take place in person, the marked originals of all exhibits should be brought to the hearing.
5. The parties shall also file a separate, typed listing of each party’s objections to the exhibits of the other party no later than **2 business days** prior to the hearing. Any listed document to which an objection is not raised shall be deemed to have been stipulated as to authenticity by the parties, and such documents may be admitted at hearing without further proof of authenticity.
6. Counsel may file proposed Findings of Fact and Conclusions of Law and/or Stipulations of Fact up until **2 business days** prior to the hearing.
7. If the parties determine that, by reason of settlement or other good cause, the case should not go forward, which determination shall be subject to Court approval, counsel shall notify the Court immediately so that the time set aside for the instant hearing may be assigned to other litigants.