



**UNITED STATES DISTRICT COURT  
District Of Arizona  
Evo A. DeConcini Courthouse, Tucson**

**INSTRUCTIONS FOR MARKING AND SUBMITTING EXHIBITS,  
EXHIBIT LISTS, AND WITNESS LISTS FOR TRIAL/EVIDENTIARY HEARING**

Attached are the master forms for Exhibits List and Witness List and exhibit tags (plaintiff yellow; defendant blue).

The exhibit and witness lists should be typed and submitted to the Courtroom Clerk, an original and two copies, **THE MORNING OF TRIAL/EVIDENTIARY HEARING**, unless otherwise specified by the Court. Exhibit List description should be brief but descriptive enough to identify the exhibit.

Exhibits should be marked numerically in sequential order. Exhibit tags should be placed on the front of document exhibits - lower right hand corner - whenever possible. If the exhibit tag cannot be placed on the front, the tag should be placed on the back side - lower right hand corner. Photographs should be marked on the back - lower right hand corner.

Plaintiff's exhibits (YELLOW TAGS) are marked commencing with number 1. Defendant's exhibits (BLUE TAGS) are numbered sequentially following the last number used by Plaintiff, or a block of numbers will be assigned by the Courtroom Deputy, as necessary. Exhibit tags should reflect the case number.

A **copy** of all document exhibits shall be placed in numerical order in a three ring binder for use by the Court at the bench. (This procedure may not be required in all Courts.) These exhibits can be hand numbered in the lower right hand corner. An original exhibit tag is not necessary. Please submit the morning of trial to the courtroom deputy.

**Please reference the Electronic/Video document for a list of available equipment in the six District Courtrooms.**

For more information regarding electronic courtroom presentation equipment, please call:

Lyn Decker, A/V Technologies Assistant (520) 205-4276

Questions regarding marking exhibits or trial procedure for an individual Judge, please contact:

**DISTRICT JUDGES**

U.S. DISTRICT JUDGE FRANK R. ZAPATA

Martha Hernandez, Courtroom Deputy (520) 205-4221, or chambers (520) 205-4530

U.S. DISTRICT JUDGE RANER C. COLLINS

Sherry Gammon, Courtroom Deputy (520) 205-4244, or chambers (520) 205-4540

U.S. DISTRICT JUDGE DAVID C. BURY

Martha Hernandez, Courtroom Deputy (520) 205-4221 or chambers (520) 205-4560

U.S. DISTRICT JUDGE CINDY K. JORGENSON

Jill Tarlton, Courtroom Deputy (520) 205-4237 or chambers (520) 205-4550

U.S. DISTRICT JUDGE JENNIFER G. ZIPPS

Selina Coronado, Courtroom Deputy (520) 205-4233 or chambers (520) 205-4610

U.S. DISTRICT JUDGE ROSEMARY MÁRQUEZ

Cathy Schwader, Courtroom Deputy (520) 205-4231 or chambers (520) 205-4620

U.S. DISTRICT JUDGE JAMES A. SOTO

Tiffany Dame, Courtroom Deputy (520) 205-4682 or chambers (520) 205-4510

**MAGISTRATE JUDGES**

U.S. MAGISTRATE JUDGE BERNARDO P. VELASCO

Sara Jones, Magistrate Courtroom Clerk (520) 205-4313 or chambers (520) 205-4630

U.S. MAGISTRATE JUDGE JACQUELINE RATEAU

Amanda Smith, Magistrate Courtroom Clerk (520) 205-4312 or chambers (520) 205-4640

U.S. MAGISTRATE JUDGE D. THOMAS FERRARO

Rose Chavez, Magistrate Courtroom Clerk (520) 205-4206 or chambers (520) 205-4590

U.S. MAGISTRATE JUDGE LESLIE A. BOWMAN

Armida Butler, Magistrate Courtroom Clerk (520) 205-4243 or chambers (520) 205-4500

U.S. MAGISTRATE JUDGE BRUCE G. MACDONALD

Beth Harper, Magistrate Courtroom Clerk (520) 205-4236 or chambers (520) 205-4520

U.S. MAGISTRATE JUDGE ERIC J. MARKOVICH

Allison Siqueiros, Magistrate Courtroom Clerk (520) 205-4270 or chambers (520) 205-4600

U.S. MAGISTRATE JUDGE LYNNETTE C. KIMMINS

Cindy Stewart, Magistrate Courtroom Clerk (520) 205-4320 or chambers (520) 205-4300

**OPERATIONS MANAGER**

Chuck Evans (520) 205-4207









Blue for Defendant

Yellow for Government/Plaintiff

White for Joint exhibits



“Case Number written below exhibit number line”

