Exhibit List Template

One row per exhibit, in a format a judge can follow at the bench. Use your court's required exhibit list form first; this blank list is for courts that leave the format to the parties.

[COURT NAME]
[Plaintiff / Petitioner] v. [Defendant / Respondent] · Case No. [_____]
[PLAINTIFF'S / DEFENDANT'S / JOINT] EXHIBIT LIST · Hearing or trial date: [_____]

How to use it

- Number each exhibit once and never renumber after the list is exchanged; mark withdrawn exhibits instead of deleting rows.
- Describe each exhibit neutrally: what it is, who, and when. Leave out what it proves.
- Give a date or date range and the Bates or page range so every row ties back to the production.
- Fill in Offered, Objection and Ruling live in court, or keep them in your working copy if the court's version leaves them off.

Exhibit no.	Description	Date(s)	Bates / pages	Witness	Offered	Objection	Ruling
P-14	*Text messages between [Party A] and [Party B]*	*03/03-03/09/2025*	*PROD-000412 to 431 (20 pp.)*	*[Witness]*	*[date]*	*[basis]*	*Admitted / Refused / Withdrawn*

Exhibit no.	Description	Date(s)	Bates / pages	Witness	Offered	Objection	Ruling

General template for organizing an exhibit list. It is not legal advice and not a court-approved form. Required forms, numbering and exchange deadlines vary by court, so check the scheduling order, pretrial order and local rules first. CourtBriefly helps law firms assemble source-linked exhibit and hearing binders and track revisions before printing. Guide to using this list: courtbriefly.com/articles/exhibit-list-template-for-law-firms/