



**Office of Administrative
Law Proceedings**
100 N. Senate Avenue Suite N-802
Indianapolis, IN 46204-2745

Exhibit Best Practices

I. Exhibit list

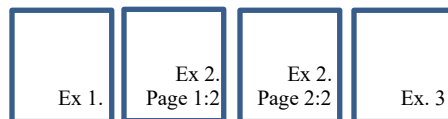
Prepare an exhibit list that includes each exhibit's letter or number and a short description.

II. Label exhibits

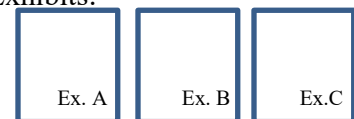
Clearly label each exhibit. If you are scanning paper documents, use traditional exhibit labels. If you are working with electronic documents, use PDF editing software (for example, Adobe Acrobat Pro) to add labels.

Proposed exhibits should be labeled in the lower right-hand corner; the Appellant should use numbers (1, 2, 3, etc.) and Respondent should use letters (A, B, C, etc). Each exhibit should be identified (see examples).

Appellant Exhibits:



Respondent Exhibits:



III. Combine

Combine the exhibit list and exhibits into one document.

IV. Add Bates numbering

Bates-number the combined PDF for easy reference. PDF editing software (for example, Adobe Acrobat Pro) can Bates-number for you.

V. Bookmarks

Add bookmarks marking the first page of each exhibit. This is the equivalent of tabs in a binder.

VI. Audio and video exhibits

Audio and video exhibits can be eFiled. Title each audio or video file with the exhibit number in the file name. Before filing, check to make sure your files are in a format supported by Windows Media Player.

You're ready to eFile!