

## FORM SUMMARY

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<b>Name of Form:</b>	<b>Exhibit List</b>
<b>Form Number:</b>	<b>GF-102</b>
<b>Statutory Reference:</b>	SCR 72.01(45), (46), (46m), (46r), and §757.54, Wisconsin Statutes
<b>Purpose of Form:</b>	To maintain an ongoing listing of exhibits and their status during trial as well as establishing a process for managing the exhibits after trial.
<b>Who Completes It:</b>	Courtroom clerk
<b>Distribution of Form:</b>	Original to Court. Copies to Petitioner/Plaintiff/Attorney; Respondent/Defendant/Attorney or Other.
<b>Accompanying Forms:</b>	Generally none, although there is a Stipulation and Order for Return/Destruction of Exhibits form GF-103.
<b>New Form/Modification:</b>	Modified; last update 09/14.
<b>Modifications:</b>	Replaced "Original Substituted" in Exhibit Information with "Original for Court Inspection". No new appellate form for exhibit submissions needed.
<b>Comments:</b>	<p>RMC recommends that when an exhibit is offered, the notation in the "offered" column should reflect the party who offered the exhibit. The reason for this is that the stipulation and the retention schedule in SCR 72.01 envision return of the exhibit to the party who offered the exhibit. Rather than creating an additional column for "offering party," a simple notation ("P" for plaintiff/petitioner, "D" for defendant, "R" for respondent, etc.) rather than a checkmark would give ready indication of the offering party.</p>
<b>About this Form:</b>	<p>This form is the product of the Wisconsin Records Management Committee, a committee of the Director of State Court's Office and a mandate of the Wisconsin Judicial Conference.</p> <p><b>If you have additional information that does not change the meaning of the form, attach it on a separate page. The form itself shall not be altered.</b></p>