
USING THIS FORM

1. Copies
 - a. Original - to court.
 - b. First copy - to appellate court (if case appealed).
 - c. Additional copies as dictated by local practice.
2. Prepared by clerk.
3. Attachments - none.
4. Preparation details
 - a. This form is designed to be prepared and updated:
 - as items are numbered (Data Element Nos. 6, 7 and 11)
 - as items are proffered (Data Element Nos. 7 and 8)
 - at disposition if case is appealed (Data Element No. 9)
 - upon final disposition if exhibit is removed or destroyed as permitted by statute (Data Element No. 10)
 - b. Two lists are needed for exhibits proffered. One for exhibits proffered by plaintiff/prosecutor and the other for exhibits proffered by defendant.
 - c. Data Element No. 8 -

If an item is admitted into evidence, the court may permit the substitution of such evidence with a copy or photograph. If such occurs, check "Substituted."

If an item is admitted into evidence, the court may permit the withdrawal of the evidence without a copy or photograph. If such occurs, check "Withdrawn."
 - d. Data Element No. 11 - This description should be sufficient to provide a cross-reference to each item numbered in Data Element No. 6 yet should be succinct.
 - e. Data Element No. 12 - This data element is completed even if only one sheet for the list of exhibits is needed. (e.g., Page 1 of 1)

DATA ELEMENTS

1. Court case number.
2. Court Name.
3. Check and complete if case is a criminal case and Commonwealth is plaintiff or prosecutor.
4. Check and complete style of case if other than Data Element No. 3.
5. Check appropriate box to indicate if exhibits listed are presented by plaintiff/prosecutor or the defendant. See Using This Form, 5(b).
6. Insert identification number assigned to each exhibit to be proffered.
7. For each exhibit numbered in Data Element No. 6, insert the month, day and year in which the exhibit was proffered to the court. If not proffered by end of trial, leave blank.
8. For each exhibit which is proffered as shown in Data Element No. 7, check the appropriate line(s) that apply to the court's action regarding exhibits. See Using This Form, 5(c).
9. If case is appealed, for each exhibit proffered as shown in Data Element No. 7, check the appropriate line to show if the exhibit was sent to the appellate court or retained in the trial court.
10. For each exhibit numbered in Data Element No. 6 (which is also proffered as evidence shown in Data Element No. 7) and for which the court has entered an order for destruction or removal of evidence, check appropriate box.
11. For each exhibit numbered in Data Element No. 6, provide a short description of such item. See Using This Form, 5(d).
12. Actual page number of the total number of pages for list of exhibits for this case.