**Procedure for Entering Evidence**

1. Ask questions that lay the foundation
2. *Your honor, may I approach the witness and opposing counsel with what has been marked as exhibit #\_\_\_\_.*
3. Give opposing counsel a copy of the exhibit.
4. *Let the record reflect that I am now handing opposing counsel a clean, unmarked copy of exhibit #\_\_*
5. Give the witness a copy of the exhibit.
6. I am now handing you what has been marked as Exhibit #\_\_\_
7. Can you identify this exhibit?
8. Have you seen this exhibit before?
9. Is this document in the same or similar condition as the last time you saw it?
10. *At this time, your honor, the defense/prosecution would like to enter what is marked as exhibit (# of exhibit)-(title of exhibit) into evidence. The authenticity of this exhibit has been stipulated.*
11. The judge will ask opposing counsel for any objections.
12. Please read quietly while I read aloud.
13. Read the portion of the exhibit.
14. Was I accurate in my reading?
15. Ask questions about exhibit.
16. Thank you Mr/Ms.\_\_\_\_\_\_\_\_\_
17. *Your honor, permission to retrieve the exhibit from the witness?*
18. Ask questions **only** if the exhibit has been admitted into evidence.