

**JUDGE DALES'S PROCEDURES  
FOR POST-TRIAL RETRIEVAL OR DISPOSAL OF EXHIBITS  
Effective April 1, 2023**

- (1) **Retention of Exhibits by Parties.** All exhibits and other material filed or placed in the custody of the Clerk for the court's consideration at a trial or evidentiary hearing in connection with a contested matter or adversary proceeding shall be retrieved by the party offering the exhibit or other material at the conclusion of the trial or evidentiary hearing unless the court, on motion, orders otherwise.
- (2) **Retrieval of Exhibits by Parties.** It shall be the responsibility of the party offering each exhibit or other material to maintain the exhibits and other materials in the party's custody for 60 days after the entry of final judgment, if no timely appeal is filed, or 60 days after the entry of final judgment or issuance of mandate on appeal (if appeal is filed), whichever is later, unless the court orders otherwise.
- (3) **Exhibits Left in Court Possession.** When exhibits or other materials remain in the custody of the Clerk, either pursuant to the court's order or because of non-compliance with these provisions, the party offering the exhibit or other material shall retrieve it from the Clerk within 60 days after entry of final judgment, if no timely appeal is filed, or 60 days after the entry of final judgment or issuance of mandate on appeal (if appeal is filed), whichever is later, unless the court orders otherwise.
- (4) **Court Disposal of Exhibits.** Without further notice or order, the Clerk may treat as abandoned property (and dispose of such property) any exhibit or other material retained in the Clerk's custody if the party offering the exhibit or material does not retrieve it in accordance with these procedures.