

Exhibit Cover Sheets & Label Guide

How to label exhibits so a judge can follow along, plus printable cover sheets and labels.

How to use it

- Ask the clerk or check your local rules: some courts want numbers for the petitioner and letters for the respondent, some want every exhibit pre-marked, and some mark them at the hearing.
- Put the label in the same place on every exhibit (the bottom right corner is common) so it's never covering content.
- Number pages inside long exhibits (for example, 7-1, 7-2...) so everyone can point to the same page.
- Make your evidence index match the labels exactly.
- Keep a clean, unmarked set for the judge and the other side; mark up only your own copy.

[COURT NAME] · Case No. [_____]

EXHIBIT _____

Offered by: ☐ Petitioner ☐ Respondent

Description: _____

Date(s): _____ Pages: _____

Identified by (witness): _____

Exhibit labels (cut out and attach)

EXHIBIT _____	EXHIBIT _____	EXHIBIT _____
EXHIBIT _____	EXHIBIT _____	EXHIBIT _____
EXHIBIT _____	EXHIBIT _____	EXHIBIT _____
EXHIBIT _____	EXHIBIT _____	EXHIBIT _____

General template for organizing your own information. It is not legal advice and not a court-approved form. Court rules and required forms vary by state and county, so check your court's local rules and self-help center. Doing this by hand takes hours: Custody Commander organizes evidence, builds your timeline and exports court-ready PDFs — free tier and a 14-day free trial at custodycommander.com.