

## FORM SUMMARY

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**Name of Form:** Stipulation for Return/Destruction of Exhibits

**Form Number:** GF-103A

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**Statutory Reference:** SCR 72.01(45), (46), (46m), (46r), and §757.54, Wisconsin Statutes

**Purpose of Form:** To maintain an ongoing listing of exhibits and their status during trial as well as establishing a process for managing the exhibits after trial.

**Who Completes It:** Courtroom clerk

**Distribution of Form:** Maintained in case file.

**Accompanying Forms:** Exhibit List, GF-102.

**New Form/Modification:** Modified; last update 05/16.

**Modifications:** Added "Original" to form title. Added to first line (Note: This form is only needed for original submitted for court inspection and nondocumentary exhibits.) Changed reference in Notice to parties "SCR Ch. 72" and added to footer SCR 72.03(4).

**Comments:** 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.

**About this Form:** 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.

**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.**