

JURY EVIDENCE RECORDING SYSTEM (JERS)

JERS is a system that allows deliberating jurors to view evidence electronically on a large flat screen in the deliberation room. In its current configuration, it is not used to display evidence in the courtroom during trial.

Parties are expected to use the presentation technology available in the courtroom to display evidence to the jury. The following outlines pertinent information regarding technology training, formatting and submission of exhibits, exhibit submission deadline and restricted access for exhibits imported into the system.

I. BEFORE TRIAL

A. Statement of JERS Use at Trial

In courtrooms where JERS is available, JERS will be used to present electronic evidence to the jury unless otherwise ordered by the presiding judge.

B. Submission of Electronic Exhibits to the Court.

Electronic exhibits shall be exchanged between parties and provided to the court on a data storage device, such as a USB, DVD, or CD. The parties should label the device with the case name, number and name of submitting party.

C. Correct Naming Convention for Electronic Exhibits.

1. Plaintiff/Government

(a) General Format:

<exhibit number>-<exhibit part>_<exhibit description>.<file extension>

****Note: All exhibits shall be described using neutral and non-adversarial terms. For any exhibit that is marked for identification, do not include “(ID)” in the exhibit number or description of the electronic copy submitted for use in JERS.**

(b) Maximum Number of Characters:

The maximum number of characters that may be used in the <exhibit number> and the <exhibit part> field is 4 each. The maximum number of characters that may be used in the <exhibit description> field is 200.

(c) Specific Format:

The exhibit name(s) for plaintiff(s)/government begin with numerical characters (beginning with 1-800*).

Examples:

- (1) "1_2010 Financial Statement.pdf"
- (2) "2-a_Store Surveillance Footage.wmv"
- (3) "2-b_Phone Call Recording.mp3"
- (4) "201-a_Store Surveillance Footage 2.mpg"

***NOTE: The following characters may not be used within the file name of any file(s) submitted to the court for use with JERS: \ / : * ? " < >**

2. **Defendant(s)**

a) General Format:

<exhibit number>-<exhibit part>_<exhibit description>.<file extension>

****Note: All exhibits shall be described using neutral and non-adversarial terms. For any exhibit that is marked for identification, do not include "(ID)" in the exhibit number or description of the electronic copy submitted for use in JERS.**

(b) Maximum Number of Characters:

The maximum number of characters that may be used in the <exhibit number> and the <exhibit part> field is 4 each. The maximum number of characters that may be used in the <exhibit description> field is 200.

(c) Specific Format:

The exhibit name(s) for defendant(s) begin with numerical characters (beginning with 801- *)

Examples:

- (1) "801_2010 Financial Statement.pdf"
- (2) "802-a_Store Surveillance Footage.wmv"
- (3) "802-b_Phone Call Recording.mp3"
- (4) "901-a_Store Surveillance Footage 2.mpg"

***NOTE: The following characters may not be used within the file name of any file(s) submitted to the court for use with JERS: \ / : * ? " < >**

D. Conventional Submission of Exhibits

A party may conventionally submit exhibits which are not available in electronic form at the discretion of the Judge. Exhibits submitted conventionally shall be served on other parties as if not subject to these procedures.

E. Verification of Exhibits

The filing party is required to verify the readability of scanned documents before submitting them electronically with the Court.

F. Technology Training/Exhibit Submission Deadline

- a. Training on the courtroom technology equipment should be arranged in advance of the trial with the courtroom deputy **no later than one week** preceding the scheduled trial.
- b. Exhibits should be submitted on a CD, flash drive or any removable media at the time scheduled for training prior to trial in the format listed above, or **no later than one week** preceding the scheduled trial.

NOTE: Exhibit Lists should still be provided to the Courtroom Deputy in Word format.

***Please refer to Judge Robinson's Guidelines for Civil and Criminal Procedures (www.ksd.uscourts.gov) "Marking and Numbering of Exhibits in Civil and Criminal Cases prior to trial."**

How to Submit Electronic Exhibit Files Electronic evidence files should be provided on a USB drive, DVD, or CD.

Requirements for Exhibit File Types All electronic evidence should be provided using the following formats:

- Documents and Photographs: **.pdf, .jpg, .bmp, .tif, .gif**
- Video and Audio Recordings: **.avi, .wmv, .mpg, .mp3, .mp4, .wma, .wav, .3gpp**

Regarding the file size of electronic evidence, individual files should not exceed **500MB**. If possible, exhibits approaching or exceeding this size limit should be separated into multiple files. Note, PDF documents can often be reduced significantly in size by using tools such as Adobe's "Reduce File Size" feature. Images can be significantly reduced in file size by lowering its resolution or dimensions, usually with minimal affect to viewing quality.

Exhibit Formatting Instructions for Batch Importing Exhibit files can be formatted in a manner that permits them to be batch imported into the JERS system. The two methods used are described below. One of these two methods must be used.

A. Indexed File Method

- All files are provided on a single storage device such as a CD, DVD, or USB drive.
- Along with the exhibit files, a text delimited index file named **Exhibits.txt** is also required.
- The Exhibits.txt file must contain the following "pipe" delimited layout:

Exhibit Number(optional Sub-Part) | Exhibit Description | Exhibit File Name

(a sample Exhibits.txt file is attached)

B. File Naming Method

- All files are provided on a single storage device such as a CD, DVD, or USB drive.
- Using any software or method, exhibit files are renamed using a naming convention similar to:
(exhibit number)-(exhibit part)-(exhibit description).(file extension)
- The use of the "underscore" character is required when an optional description of the exhibit is included and cannot be used elsewhere in the exhibit name.
- Example listing of valid exhibit file names:

"1-a_photograph.jpg", "12_2009 Tax Statement.pdf", "35d.pdf", "12(a)_camera footage.wmv"

(a sample listing of exhibit files using the File Name method is attached.)

Example_Exhibits.txt

EXHIBIT|DESCRIPTION|FILENAME

- 1|Hotel Receipt|Ex. 1 Hotel Receipt.pdf
- 2|Photograph of Bank Exterior|Ex. 2 Photo of Robbery.pdf
- 3|Photograph of Bank Interior|Ex. 3 Photograph of Bank Interior.JPG
- 4|Diagram of House|Ex-4-Diagram-of-House.pdf
- 6a|Photograph of Burning Exterior of House|Ex. 6(a) Photograph of Burning Exterior of House.jpg
- 6b|Photograph of Damaged Exterior of House|Ex. 6(b) Photograph of Damaged Exterior of House.jpg
- 6c|Photograph of Damaged Interior of House|Ex. 6(c) Photograph of Damaged Interior of House.jpg
- 8|Police Radio|Ex_8_Police_Radio.wav
- 9|Photograph of Gun|Ex. 9 Photograph of Gun.pdf
- 10|Photograph of Gun Close-up|Ex. 10 Photograph of Gun Close-up.pdf
- 11(a)|Photograph of Cell Phone|Ex. 11 Photograph of Cell Phone.pdf
- 12|Crime Lab Report|Ex_12_Crime_Lab_Report.pdf
- 13|Miranda Form|Ex. 13 Miranda Form.pdf

File Name Method Exhibit Files

- 1_Hotel Receipt.pdf
- 2_Camera footage.wmv
- 3_PhotoGraph of Bank Interior.jpg
- 4_Diagram of House.pdf
- 5-a_Video of Explosion.mpg
- 6-a_PhotoGraph of Burning Exterior of House.jpg
- 6-b_PhotoGraph of Damaged Exterior of House.jpg
- 6-c_PhotoGraph of Damaged Interior of House.jpg
- 7_Police Car Video.mpg
- 8-e_Police Radio.wav
- 9_PhotoGraph of Gun.pdf
- 10_PhotoGraph of Gun Close-up.pdf
- 11_PhotoGraph of Cell Phone.pdf
- 12_Crime Lab Report.pdf
- 13_Miranda Form.pdf