

**UNITED STATES DISTRICT COURT  
MIDDLE DISTRICT OF LOUISIANA**

PLAINTIFF, ET AL.

VERSUS

DEFENDANT, ET AL.

CIVIL ACTION

23-000-SDD

**NOTICE TO COUNSEL**

Trial (jury) in this matter is hereby assigned for \_\_\_\_\_, in Courtroom 3 before Chief District Judge Shelly D. Dick. Pretrial Conference is set for \_\_\_\_\_ in Chambers.

Requested Voir Dire, proposed Jury Charges and Motions in Limine shall be filed fourteen (14) days prior to trial.

Each party shall provide a Witness List to the Court on the morning of trial. These should NOT be filed in the record.

Electronic evidence files shall be provided, by each party, using the Court's Electronic Evidence Online submission tool through CM/ECF, to the Courtroom Deputy seven (7) days prior to trial. These files will be utilized BY THE COURT ONLY for use with the Court's Judicial Evidence Recording System (JERS) and will not be provided to an opposing party. JERS Information <https://www.lamd.uscourts.gov/JERS>.

To further the orderly process of the trial of this matter, opening statements of counsel are hereby limited to a MAXIMUM of thirty (30) minutes as to each side and Closing arguments are hereby limited to a MAXIMUM of one (1) hour as to each side.

At the conclusion of trial, the parties shall retain custody of the physical/paper exhibits and be responsible to the Court for preserving them in their condition as of the

time admitted until any appeal is resolved or the time for appeal has expired. The party retaining custody shall make such exhibits available to opposing counsel for use in preparation of an appeal and be responsible for their safe transmission to the appellate court, if required.

Parties are directed to consult the Middle District's Administrative Procedures which contain additional mandatory filing rules and procedures, as well as information on the custody of physical exhibits after trial. The Administrative Procedures are available for viewing and download on the court's website.

<https://www.lamd.uscourts.gov/administrative-procedures>

Counsel is reminded that:

The Federal Rules of Procedure restrict the publication of certain personal data in documents filed with the court. The rules require limiting Social Security, taxpayer identification, and financial account numbers to the last four digits, using only initials for the names of minor children, and limiting dates of birth to the year. [For criminal cases, also limit home addresses to city and state.] However, if such information is elicited during testimony or other court proceedings, it will become available to the public when the official transcript is filed unless, and until, it is redacted. Counsel is instructed to avoid introducing personal identifying information into the record when questioning witnesses or making other statements or arguments in court.

Baton Rouge, Louisiana the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**SHELLY D. DICK, CHIEF DISTRICT JUDGE  
MIDDLE DISTRICT OF LOUISIANA**

**By: Suzie Edwards  
Courtroom Deputy**

## **JURY EVIDENCE RECORDING SYSTEM (JERS)**

Considering that this matter is set for trial or a proceeding where evidence may be presented, counsel is advised that the Court has implemented the use of a [Judicial Evidence Recording System \(JERS\)](#).

Electronic evidence files (an Electronic Bench Book) shall be provided, by each party, using the Court's Electronic Evidence Online submission tool through CM/ECF, to the courtroom deputy seven (7) days prior to trial or other proceeding where evidence may be presented. These files will be utilized BY THE COURT ONLY and will not be provided to an opposing party. The electronic evidence files should be provided using the specific format outlined under the courtroom technology tab on the court's website.

Any evidence admitted during the course of the trial or other proceeding, that was not previously submitted to the court electronically, will need to be provided to the courtroom deputy either during a recess or prior to the continuation of the trial or other proceeding the following day, in the same format previously described.

Any substitutions of any evidence previously provided electronically shall be provided to the courtroom deputy during a recess or prior to the continuation of the trial or other proceeding the following day, in the same format previously described.

JERS is NOT used by counsel during trial or other proceedings to present evidence. Exhibits shall be presented to the jury or the Court by a laptop connect or by conventionally presenting exhibits using the electronic document camera. It is the responsibility of counsel that exhibits used during trial or other proceedings coincide in exhibit number and image as the exhibits electronically submitted to the court and to substitute any documents that have been altered.

At the conclusion of a trial or other proceedings, the parties shall retain custody of the physical exhibits and be responsible to the Court for preserving them in their condition as of the time admitted until any appeal is resolved or the time for appeal has expired. Additionally, the party retaining custody shall make such exhibits available to opposing counsel for use in preparation of an appeal and be responsible for their safe transmission to the appellate court, if required.

Conventional Bench Books no longer need to be provided to the Court prior to trial.

Additional information regarding the evidence presentation equipment and JERS can be found under the courtroom technology tab the court's website.