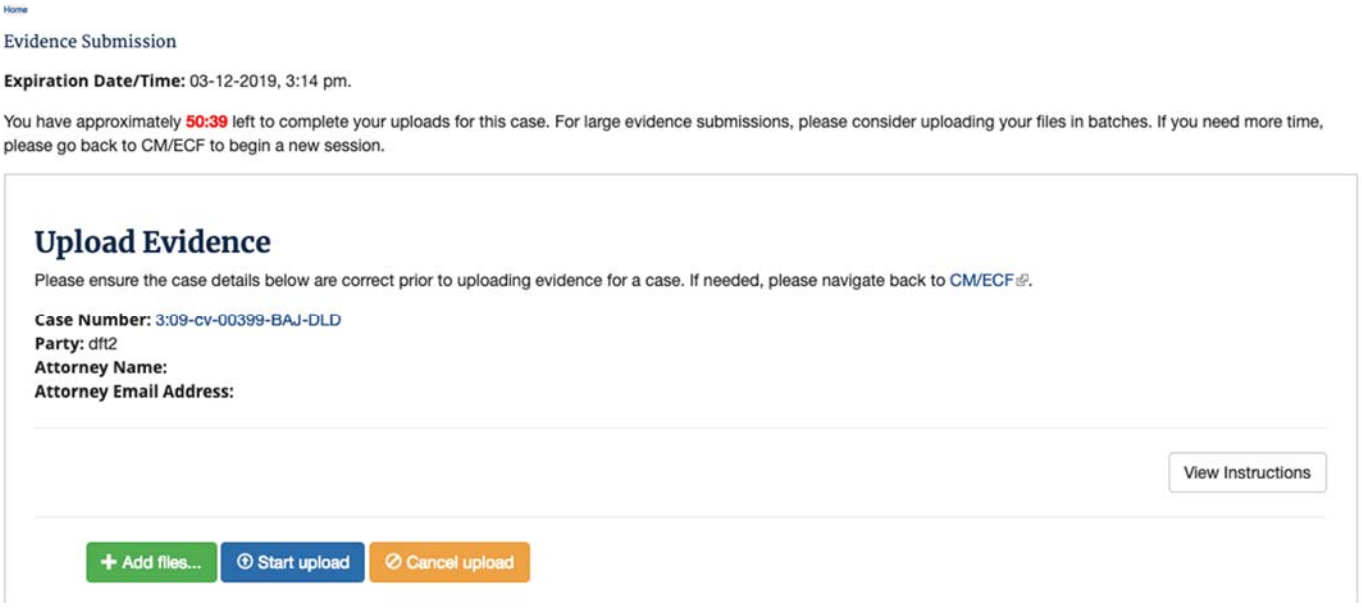
LOUISIANA MIDDLE DISTRICT
ONLINE EVIDENCE SUBMISSION

Three Steps to Upload Evidence Online

Following the steps below will eliminate the need to submit evidence on a disposable media in person to a courtroom deputy prior to trial. You will still be responsible for managing and displaying evidence for trial purposes.



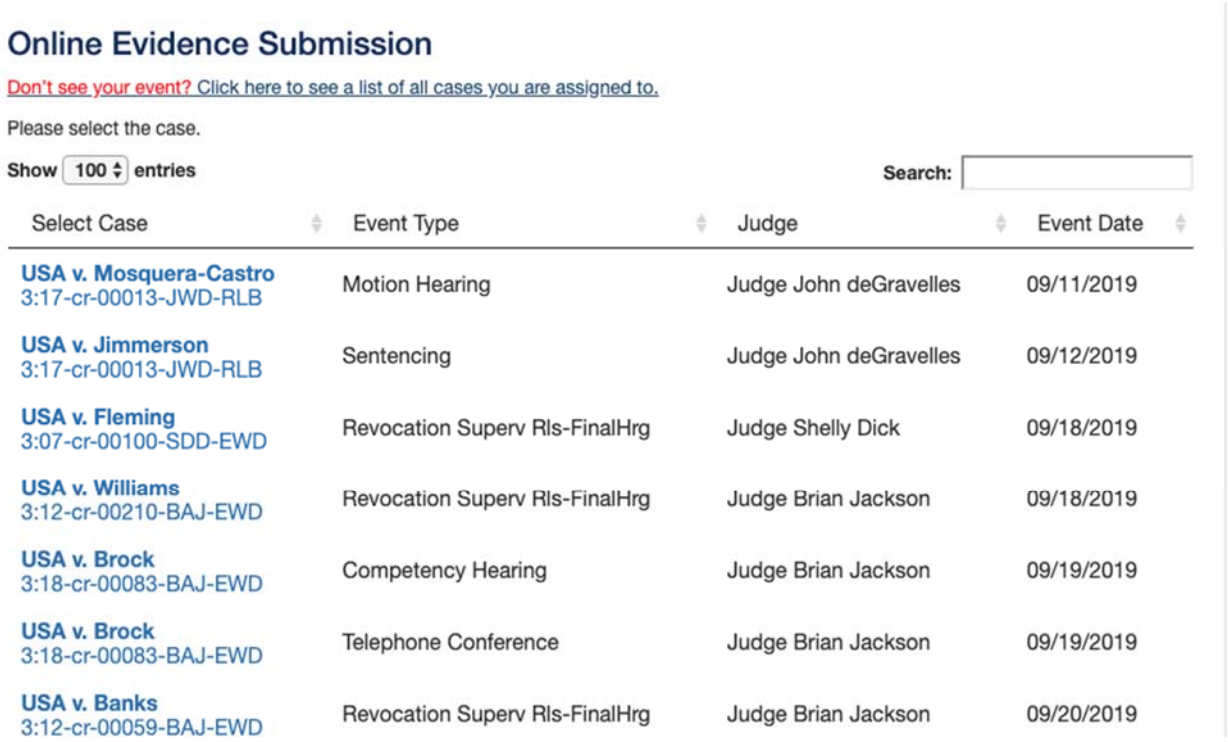


Step 1: Collate Evidence Files

Identify, organize, and name the computer files that will be presented as evidence related to a single case and party. Use the existing file naming standards and file type/size restrictions (Jury Evidence Recording System (JERS) page on our website).

Step 2: Log Into CM/ECF

In your internet browser, navigate to https://ecf.lamd.uscourts.gov. Once logged in, click on the '**Utilities**' menu item on the top. From this page, you should see the link labeled, '**Evidence Upload**'. Once prompted, **select the case and the lead party**. Selecting the lead party will direct you to the Louisiana Middle District website. All related case information is conveniently and automatically transferred. If this browser window does not appear, please ensure that pop-up blocking is disabled. If you do not see the case from the available events, please click on '**Don't see your event? Click here to see a list of all cases you are assigned to**' at the top of the page for a complete list of cases.



Online Evidence Submission

Don't see your event? Click here to see a list of all cases you are assigned to.

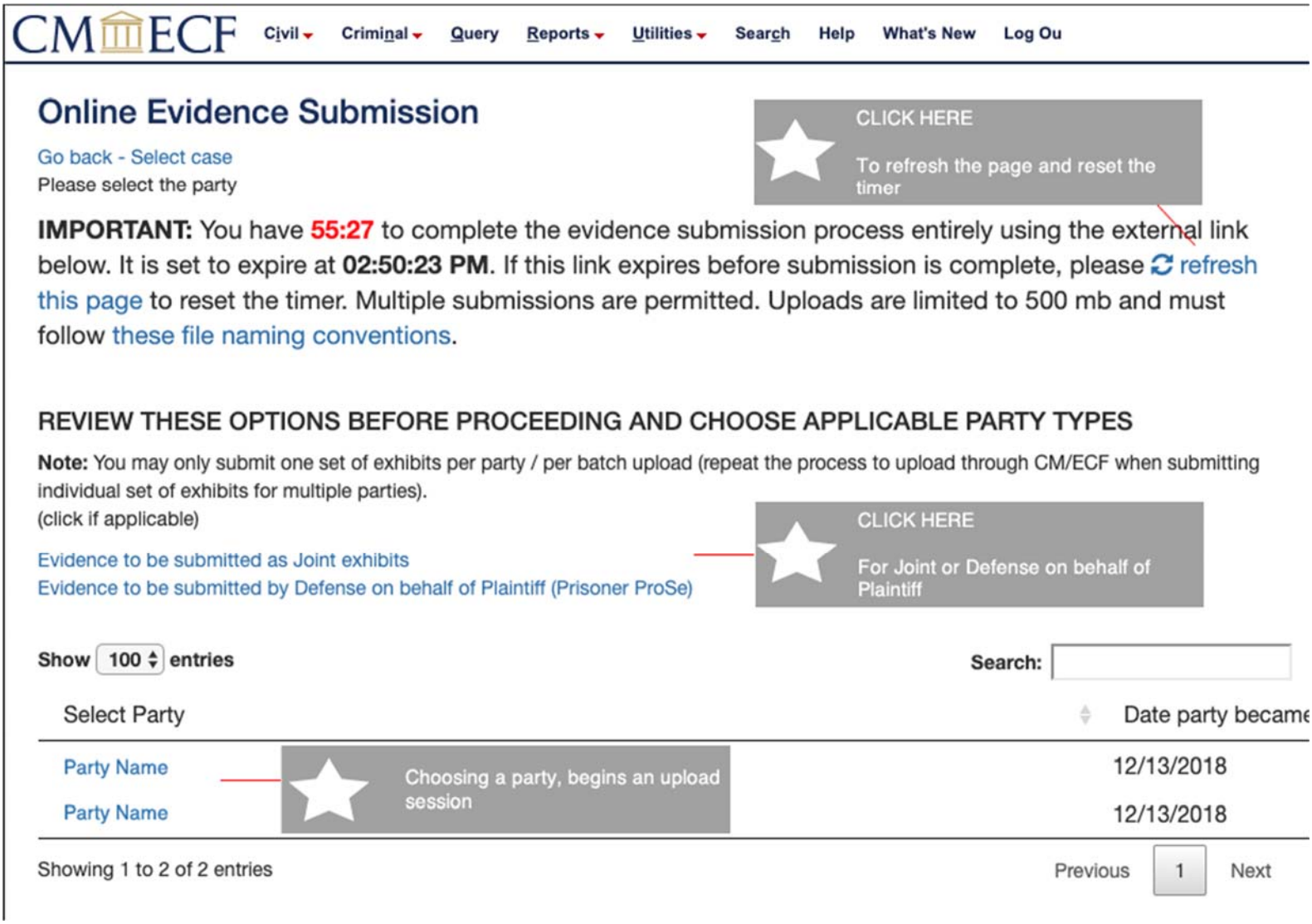
Please select the case.

Show 100 entries Search:

Select Case	Event Type	Judge	Event Date
USA v. Mosquera-Castro 3:17-cr-00013-JWD-RLB	Motion Hearing	Judge John deGravelles	09/11/2019
USA v. Jimmerson 3:17-cr-00013-JWD-RLB	Sentencing	Judge John deGravelles	09/12/2019
USA v. Fleming 3:07-cr-00100-SDD-EWD	Revocation Superv Rls-FinalHrg	Judge Shelly Dick	09/18/2019
USA v. Williams 3:12-cr-00210-BAJ-EWD	Revocation Superv Rls-FinalHrg	Judge Brian Jackson	09/18/2019
USA v. Brock 3:18-cr-00083-BAJ-EWD	Competency Hearing	Judge Brian Jackson	09/19/2019
USA v. Brock 3:18-cr-00083-BAJ-EWD	Telephone Conference	Judge Brian Jackson	09/19/2019
USA v. Banks 3:12-cr-00059-BAJ-EWD	Revocation Superv Rls-FinalHrg	Judge Brian Jackson	09/20/2019

There are links available at the top for **Joint** and **Defense on behalf of Plaintiff**.

Upload sessions will expire after 60 minutes. **Please Note:** Depending on your internet service provider; large video, audio, or image files can take a considerable amount of time to upload. We recommend that large file uploads or cases with a large quantity of individual evidence files, evidence be submitted in batches. To create a new batch or get additional time, navigate back to CM/ECF, select the case and party to begin a new upload session.



Step 3: Select & Upload

Click on the green button labeled '**Add Files**' to add files to the upload queue.

When a correctly named file is added, the associated information such as exhibit #, part id, and description will automatically be extracted and populated.

If a file is not named correctly, the system prompts the user for the missing or inaccurate information and automatically converts or removes foreign symbols and spaces as you type ensuring a JERS compatible filename with every successful upload. Upon upload, it renames the file utilizing the exhibit #, part id, and description which can be previewed on the right-hand side of the page under JERS Compatible Filename.

To upload the queued files, click on the blue button labeled '**Start Upload**'. This will begin the file transfer. The status of each file upload will appear below. If you need to add additional files after the upload button has been pressed, click on '**Add Files'** and 'Start Upload' again.

