

UNITED STATES DISTRICT COURT
MIDDLE DISTRICT OF LOUISIANA

*NOTICE TO COUNSEL REGARDING JURY TRIALS
ASSIGNED BEFORE DISTRICT JUDGE SHELLY D. DICK*

Counsel are hereby advised that the Court has implemented the use of a Jury Evidence Recording System (JERS). JERS is used by the jury during deliberations.

Electronic evidence files (an Electronic Bench Book) shall be provided, by each party, on a single storage device such as a CD, DVD, or USB drive to the courtroom deputy seven (7) days prior to trial. These files will be utilized **by the Court only** and will not be provided to an opposing party. All electronic evidence files should be provided using the following formats:

- Documents and Photographs: .pdf, .jpg, .bmp, .tif, .gif
- Video and Audio Recordings: .avi, .wmv, .mpg, .mp3, .wma, .wav
- Using any software or method, exhibit files are required to be named using the following naming convention, **without exception**:

(exhibit number)-(exhibit part)_(exhibit description).(file extension)

Example: 1-a_photo of rear of car.jpg; 2_contract dated 1/3/10.pdf

Regarding the file size of electronic evidence, individual files should not exceed **500MB**. Exhibits approaching or exceeding this size limit should be separated into multiple files and designated as an exhibit part of the exhibit number.

Example: 1-a_Business Record Pages 1-100.pdf
 2-b_Business Record Pages 101-200.pdf

JERS is NOT used by counsel during trial to present evidence. Exhibits shall be presented to the jury 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 coincide in exhibit number and image as the exhibits electronically submitted to the court and to substitute any documents that have been altered.

Parties will still be required to submit the original exhibits to the courtroom deputy, upon admission, for the official court record with the exception of **voluminous exhibits**. A party may move for leave of court to file voluminous exhibits, in an electronic format, at the time of trial. It will be the responsibility of counsel to retain the original document, of any electronically filed exhibit, for the required retention period.

Any evidence admitted during the course of the trial, 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 the following day, in the same format previously described, via email, CD, DVD, or USB.

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

Additional information regarding the evidence presentation equipment and JERS can be found on the Middle District of Louisiana's Courtroom Technology web page or by contacting the courtroom deputy at 225-389-3636.