

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

UNITED STATES OF AMERICA

CRIMINAL ACTION

VERSUS

NO. 00-00000-SDD

DEFENDANT

**NOTICE TO COUNSEL**

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.

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

By: Barbara K. Alcon  
Courtroom Deputy