

## EXHIBIT NUMBERING FOR JEEP (JURY TRIALS ONLY)

**\*\* The following instructions will not affect how exhibits are presented during trial proceedings. Two exhibit formats are needed for jury trials: electronic and paper.**

The Court has implemented a program to use for jury trials known as JEEP (Jury Evidence Electronic Presenter). During deliberations the **ADMITTED** exhibits can be reviewed by the jury in electronic form on a dedicated laptop and big screen in the jury room. The laptop does not have internet access.

Judge Bryan requires paper exhibits (in binders with tabs) for the Judge and the Witness stand during the trial. This allows the witness to identify the exhibit before it is offered, admitted and published to the jury.

The electronic version of the **exhibits need to be numbered as shown below**.<sup>\*</sup> This ensures they remain in the proper order in the evidence portfolio. However, on the exhibit list itself, the exhibits may be numbered 1 – 500 and A1 – A500 respectively for ease of use during the trial process. ***\*Please carefully name the electronic exhibits using the numbering system below:***

Plaintiff's	Defendant's
00001	A0001
00002	A0002
00004a	A0004a
00004b	A0004b

**VIDEO EXHIBITS shall be submitted on a separate disk.** Currently, JEEP has size limitations for video exhibits. Therefore, there is a separate process for saving them to the Portfolio.

**Do not attach stickers to the CD.** You may write on the CD itself for identification purposes.

Please **email the Courtroom Deputy the exhibit and witness lists in Word format** prior to the start of trial. That email address is [tyler\\_campbell@wawd.uscourts.gov](mailto:tyler_campbell@wawd.uscourts.gov). (Sample document has been provided as a separate attachment to this email.) You may bring the CD of electronic exhibits with you on the first day of trial, or as otherwise discussed.

Technology training is available and must be attended prior to trial if counsel or support staff are not familiar with the courtroom technology/presentation process.

<http://www.wawd.uscourts.gov/attorneys/trial-support/courtroom-technology>