

## Jury Electronic Evidence - Instructions for Attorneys

The IT Department for the US District Court will provide a laptop computer that has been prepared specifically for presentation of electronic exhibits to Jurors. This laptop will not have any network access, internet browsing capability, nor tools for opening files that are not specific to viewing or hearing evidence. A wired mouse and AC power adaptor will also be provided with the computer.

The IT Department will also provide a portable 42" flat screen monitor, and a pair of computer speakers, in a location in the Jury room that will allow all Jurors to have a clear view of the content on the screen.

The laptop, loaded with all admitted exhibits, will be brought into the courtroom and hooked into the courtroom display system. This will allow the attorneys, and court staff, to confirm inclusion of the proper Admitted Exhibits. Once Counsel has agreed to the content, the laptop will be presented to the Jurors and a brief tutorial will be given.

Copies of the Admitted Exhibits Portfolio will be provided to counsel at the conclusion of the trial.

### Submitting Electronic Evidence

Exhibits must be delivered to Grant Cogswell, Courtroom Deputy Clerk, the Thursday prior to trial or upon other arrangements made with the clerk. Exhibits are to be delivered in the following format:

- Exhibits must be on a CD in PDF format
- Each exhibit must be a single PDF Document
- PDF documents should be scanned using Optical Character Recognition if possible & encoded as a searchable PDF
- Exhibits that contain audio or video must be playable in Windows Media Player
- Exhibits must be numbered and named. The naming convention for each exhibit must include the exhibit number and a brief description. For example, plaintiff's exhibit one would be named: 001contract.pdf. Defendant's exhibit 100 would be named: 100email.pdf.
- An exhibit list in Microsoft Word format must be emailed to Grant Cogswell, Courtroom Deputy Clerk at: Grant\_Cogswell@wawd.uscourts.gov

Questions should be directed to:

Grant Cogswell, Courtroom Deputy

Tel: (206-370-8518)

Email:

Grant\_Cogswell@wawd.uscourts.gov