

## ELECTRONIC EXHIBIT NUMBERING FOR JURY TRIALS

The following instructions will not affect how exhibits are presented during trial proceedings. However, two exhibit formats are required for jury trials: electronic and paper. *These instructions provide guidance regarding presentation of electronic exhibits.*

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

In addition to the electronic exhibits, Judge Leighton requires paper exhibits (in binders with tabs) for the Judge and the witness stand during trial.

The electronic version of exhibits (pdf or media file) are submitted to the Courtroom Deputy, and **MUST be named/numbered and saved electronically as shown below.**\* This ensures exhibits remain in proper order in the evidence portfolio which is viewed by the jury. However, on the exhibit list itself, the exhibits should be numbered 1 – 500 and A1 – A500 respectively for ease of use during the trial process.

***\*Please carefully save the electronic exhibits to CD, DVD or USB flash driving using the naming/numbering system below:***

<u>Plaintiff's</u>	<u>Defendant's</u>
00001.pdf	A0001.pdf
00226.pdf	A0226.pdf
01076.pdf	A1076.pdf
1076a.pdf	A1076a.pdf
1076b.pdf	A1076b.pdf
00226.mov	A0226.mov

**(Do not include a description in the file name. Identify the exhibit by number only.)**

**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.

Please provide the electronic exhibits on a CD, DVD, or USB flash drive. **Do not attach stickers to the CD/DVD.** You may write on the disc itself for identification purposes.

**Please email the Courtroom Deputy the exhibit and witness lists in Word format prior to the start of trial and anytime it is revised during trial.** That email address is [dara\\_kaleel@wawd.uscourts.gov](mailto:dara_kaleel@wawd.uscourts.gov). (Attached are sample documents.) Please provide the Courtroom Deputy with the electronic exhibits on the first day of trial, or as otherwise discussed.

During the course of trial, if a new exhibit is added, or an existing exhibit is redacted in any fashion, you must provide the new or redacted electronic version of the exhibit to the Courtroom Deputy at the time the exhibit is admitted.

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>