

January 18, 2024

CLERK, U.S. DISTRICT COURT
WESTERN DISTRICT OF TEXAS

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF TEXAS
MIDLAND/ODESSA AND PECOS DIVISIONS

BY: Toni Appelt
DEPUTY

STANDING ORDER FOR EVIDENCE IN ALL CASES

Any party that intends to present evidence at trial that requires the use of technology must communicate their intention to the Courtroom Deputy one week in advance of trial. The Court will then determine whether the Court can provide sufficient equipment to present the evidence or, on rare occasion, whether the parties should provide their own technology. Counsel may request access to the courtroom in advance of trial to resolve technical issues and test audio/visual equipment.

The parties must also provide the Courtroom Deputy with digital copies of their exhibits one week in advance of trial. Counsel must clip in advance all audio and video recordings provided to the Courtroom Deputy unless Counsel intends to play recordings in their entirety. Any recording that exceeds 500 megabytes must be segmented into clips to be run consecutively at trial and named accordingly. Files that do not meet the Jury Evidence Recording System requirements on the Court's website,¹ along with proprietary, password protected, or otherwise locked files will not be accepted.

It is so **ORDERED**.

SIGNED this 17th day of January, 2024.



DAVID COUNTS
UNITED STATES DISTRICT JUDGE

¹ A quick reference guide to the JERS requirements is attached to this Standing Order.

Jury Evidence Recording System (JERS) Requirements

Time Frame for Submitting Exhibits

All files must be submitted based on the deadline set by the presiding Judge or CRD associated with your case. Your timeliness in submitting these files will assist the Court in preparing for the trial. Exhibits submitted that do not meet the Court's requirements will be returned for correction.

How to Submit Electronic Files

All files must be provided on a single storage device such as a USB, CD or DVD.

Requirements for Exhibit File Types

All electronic evidence must be provided using the following formats:

- Documents and Photographs: .pdf, .jpg, .bmp, .tif, .gif
- Video and Audio Recordings: .avi, .wmv, .mpg, .mp3, .mp4, .wma, .wav, .3gpp

VERY Important:

The individual file size of **documents (pdf)** should not exceed **10 MB**.

Do not include active links or embedded launches in submitted PDF exhibits.

The individual file size of **audio** and **video** should not exceed **500 MB**.

If possible, exhibits approaching or exceeding this size limit should be separated into multiple files. PDF documents can often be reduced significantly in size by using tools such as Adobe's "Reduce File Size" feature. Images can be significantly reduced in file size by lowering its resolution or dimensions, usually with minimal affect to viewing quality.

Naming Your Files

All file names **MUST** be named using the following naming convention. Not using this exact naming convention will cause problems in our office when uploading your exhibit files. The file name begins with the exhibit number, followed by an underscore to designate that the remaining text of the file name is the description of the exhibit.

EXHIBIT

Exhibit Number(underscore)Exhibit Description(.)File Extension

Example: 1_Photograph of Gun.PDF

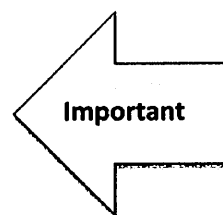
Note: An underscore **MUST** be placed between the exhibit number and exhibit description. **DO NOT** use an underscore anywhere else in the exhibit file name.

SUB EXHIBIT

Exhibit Number(dash)Sub Letter(Underscore)Exhibit Description(.)File Extension

Example: 1-A_Photograph of Gun Marked Up.pdf

Note: For Sub Exhibits, place a dash between exhibit number and sub letter. The underscore is then placed after the sub letter.



JERS Orders Exhibits in the following manner

Examples of Valid Exhibit File Names:

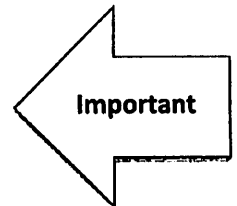
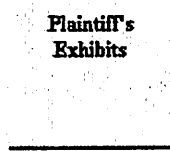
Exhibit	Exhibit File Name
1. Photograph	1_Photo graph.jpg
1.A. Photograph – Marked Up	1-A_Photo graph Marked.jpg
2. 2009 Tax Return	2_2009 Tax Return.pdf
2.A. Schedule F	2-A_Schedule F.pdf
2.A1. Schedule F Marked Up	2-A1_Schedule F Marked Up.pdf
2.A2. Schedule F Revised	2-A2_Schedule F Revised.pd
2.B. Schedule H	2-B_Schedule H.pdf
3. Camera Footage	3_Camera Footage.wmv

Exhibit #	Part
1	
1	A1
1	A2
1	AA1
1	AA2
1	AAA1
1	AAA2
1	B1
1	B2

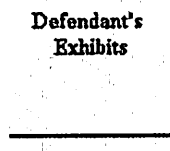
Identifying Your Exhibits

The exhibit number needs to be clearly displayed on the **first page** of each exhibit.

i.e. “**P 1**” or “**Plaintiff Exhibit 1**” appended on the bottom right hand corner, either typed or written on the following label:



i.e. “**D 1**” or “**Defendant Exhibit 1**” appended on the bottom right hand corner, either typed or written on the following label:



i.e. “**G 1**” or “**Government Exhibit 1**” appended on the bottom right hand corner, either typed or written on the following label:



i.e. “**J 1**” or “**Joint Exhibit 1**” appended on the bottom right hand corner, either typed or written on the following label:

