

Jury Evidence Recording System (JERS)

The U.S. District Court for the Western District of Oklahoma uses the Jury Evidence Recording System (JERS) to capture evidence electronically during a trial. The evidence that is captured is for use **only** in jury deliberations. It allows jurors to view admitted exhibits electronically during their deliberations.

How to Submit Electronic Exhibit Files Electronic evidence files shall be provided to the courtroom deputy on a USB drive in an **unencrypted** format. USB drives are required because courtroom deputies no longer have disk drives with their laptops. USB drives may be returned after trial, upon request.

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**

Regarding the file size of electronic evidence, individual files should not exceed **500 MB**. If possible, exhibits approaching or exceeding this size limit should be separated into multiple files. Note, 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 resolution or dimensions, usually with minimal affect to viewing quality.

Exhibit Formatting Instructions for Batch Importing Exhibit files must be formatted in a manner that permits them to be batch imported into the JERS system. The method to be used is described below. **Exhibits that are not formatted correctly will be returned to you to be re-formatted prior to trial.**

File Naming Method

- All files are provided on a single storage device (USB drive).
- Using any software or method, exhibit files are renamed using a naming convention similar to:

<exhibit number>-<exhibit part>_<exhibit description>.<file extension>

- The “underscore” character is required right before the description of the exhibit **and cannot be used elsewhere in the exhibit name.**

- Example listing of valid exhibit file names: “1-a_photograph.jpg”, “12_2009 Tax Statement.pdf”, “12(a)_camera footage.wmv”

Do not make the exhibit description exceptionally long. This will confuse the system. Also, keep in mind that **your exhibit description is what the jurors will see as the name of the exhibit.**