Jury Evidence Review System (JERS)

JERS is a means of providing evidence admitted during a proceeding to the jury during deliberations. Jurors review evidence in the deliberation room on a computer driven large screen display. Any file type listed below can be reviewed at will by the jurors without having to re-enter the courtroom to clarify important details. When directed by the judge to use this system, counsel from both parties submit their files to the Court for entry into the system in advance of the proceeding. Prior to juror deliberations, the Court and counsel review the list to ensure only admitted documents or redacted portions thereof are released to the jury. A short video is played for jurors instructing them on use prior to commencement of deliberations.

The results are substantial savings in time to juries, counsel, the Court, and increased juror comprehension.

How to Submit Electronic Exhibit Files:

Electronic evidence files should be provided on a USB drive.
Requirements for Exhibit File Types:
All electronic evidence should 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

Individual files should not exceed 500MB. 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 its resolution or dimensions, usually with minimal affect to viewing quality. PDF files may contain one or multiple pages and need not be split.

Exhibit Formatting Instructions:

Exhibit files can be formatted in a manner that permits them to be batch imported into the JERS system. The two methods used are described below. One of these two methods must be used.

A. File Naming Method (typically used by the Bar)
• All files are provided on a single USB drive.
• Using any software or method, exhibit files are renamed using a naming convention simliar to:
  (exhibit number)-(exhibit part)_(exhibit description).(file extension)
• The use of the "underscore" character is required when an optional description of the exhibit is included and cannot be used elsewhere in the exhibit name.

• Example listing of valid exhibit file names:

Name	Date modified	Type	Size
1_Hotel Receipt.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	61 KB
3_Photograph of Bank Interior.JPG	5/1/2017 8:46 AM	JPEG image	60 KB
4_Diagram of House.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	10 KB
5a_Video of Explosion.mpg	5/1/2017 8:46 AM	Movie Clip	12,902 KB
6(a)_Photograph of Burning Exterior of H...	5/1/2017 8:46 AM	JPEG image	246 KB
6(b)_Photograph of Damaged Exterior of ...	5/1/2017 8:46 AM	JPEG image	217 KB
6(c)_Photograph of Damaged Interior of ...	5/1/2017 8:46 AM	JPEG image	155 KB
7_Police Car Video.mpg	5/1/2017 8:46 AM	Movie Clip	21,589 KB
8-e_Police Radio.wav	5/1/2017 8:46 AM	Wave Sound	2,023 KB
9_Photograph of Gun.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	3,439 KB
10_Photograph of Gun Close-up.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	2,912 KB
11_Photograph of Cell Phone.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	3,287 KB
12_Crime Lab Report.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	54 KB
13_Miranda Form.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	72 KB

Valid Exhibit File Names

B. Indexed File Method (typically used by AUSA's)
• All files are provided on a single USB drive.
• Along with the exhibit files, a text delimited index file named **Exhibits.txt** is also required.
• The Exhibits.txt file must contain the following "pipe" delimited layout:
Exhibit Number(optional Sub-Part) | Exhibit Description | Exhibit File Name

This is an example of the Indexed File Method:

Name	Date modified	Type	Size
Ex. 1 Hotel Receipt.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	61 KB
Ex. 3 Photograph of Bank Interior.JPG	5/1/2017 8:46 AM	JPEG image	60 KB
Ex. 4 Diagram of House.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	10 KB
Ex. 5a Video of Explosion.mpg	5/1/2017 8:46 AM	Movie Clip	12,902 KB
Ex. 6(a) Photograph of Burning Exterior o...	5/1/2017 8:46 AM	JPEG image	246 KB
Ex. 6(b) Photograph of Damaged Exterior ...	5/1/2017 8:46 AM	JPEG image	217 KB
Ex. 6(c) Photograph of Damaged Interior ...	5/1/2017 8:46 AM	JPEG image	155 KB
Ex. 7 Police Car Video.mpg	5/1/2017 8:46 AM	Movie Clip	21,589 KB
Ex. 8 Police Radio.wav	5/1/2017 8:46 AM	Wave Sound	2,023 KB
Ex. 9 Photograph of Gun.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	3,439 KB
Ex. 10 Photograph of Gun Close-up.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	2,912 KB
Ex. 11 Photograph of Cell Phone.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	3,287 KB
Ex. 12 Crime Lab Report.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	54 KB
Ex. 13 Miranda Form.pdf	5/1/2017 8:46 AM	Adobe Acrobat D...	72 KB