GUIDELINES FOR SUBMISSION OF EXHIBITS ON CD ROM FOR THE WESTERN DISTRICT OF LOUISIANA

All CD ROM exhibit discs must be submitted in the following format according to the following specifications:

1. Disk(s) should be labeled with the following information: Case Number, Case Name, and Party submitting the disk.

2. Image format should be in *.TIF, or *.JPG file format. If another file format is going to be used, you must first clear it with the Electronic Courtroom Administrator, Brent Norris, to make sure it will work with the courts presentation software, Trial Director, used in the courtroom. Mr. Norris can be reached at (337) 593-5006.

3. Exhibits containing multiple pages can be scanned as single-page or multi-page *.TIF files. However, please note that multiple page exhibits scanned as single pages can not be navigated with the page up or page down keys.

4. Exhibits will be imported into the presentation software via a special kind of batch file, called an object load list (*.OLL). Items can also be loaded using other kinds of batch files that the software temporarily converts into readable object load lists. Some other formats currently supported are: DocumentDirector database files (*.MDB), Summation Blaze® Document Information Index files (*.DII), IPRO Load files (*.LFP), DocuLex™ Volume Contents files (*.TXT), DocuLex™ Database Files (*.DBF), Opticon v2.0 ImageBase Load Files and Generic Image Load files (*.LOG). They can also be loaded manually by selecting the individual files.

5. **Exhibit Naming:**
   Plaintiff's and Defendant's exhibit image files must follow a specific alpha-numeric naming scheme. Use as many lead zeros as you need in order to make sure that the software organizes the exhibits in numerical order, *i.e.,* exhibit 2 appears after exhibit 1 and before exhibits 10, 100, and 1000. For a multi-page exhibit, use a dash after the exhibit number, followed by two or more lead zeros, to create a properly organized separate file for each page of the exhibit.

   Examples:

P01-001	Plaintiff's exhibit No.1 page 1
P01-002	Plaintiff's exhibit No.1 page 2
P25-001	Plaintiff's exhibit No. 25 page 1
D01-001	Defendant's exhibit No. 1 page 1

6. Additional parties, including any additional plaintiff's, should use separate letters in their alpha-numeric naming scheme.

   Examples:

P01 -001	Plaintiff's exhibits
D01-001	Defendant exhibits
G01-001	Governments exhibits
S01-001	Additional Plaintiff - Smith's exhibits
T01-001	Additional Defendant - Texaco's exhibits

7. Exhibits are retrieved during trial via a bar code reader. Therefore, the exhibit CD ROM must be accompanied by a corresponding Bar Code Booklet. Each exhibit must be separated by individual numbered tabs with the corresponding bar codes behind each tab. For example, if Plaintiff has 25 exhibits, the booklet will contain tabs 1-25. Behind tab 1 will be a sheet containing a bar code for each page of that exhibit.

   For example, if Exhibit No.1 is 5 pages, the bar codes should look like the following:

8. If you have more exhibits after the CD ROM is submitted to the court, you may deliver a supplemental CD ROM with the additional exhibits. Be sure that the file names for any new exhibits differ from the name of all previously submitted exhibits.

9. CD ROMS are due ***7 DAYS PRIOR TO TRIAL***.

10. Questions should be directed to the Electronic Courtroom Administrator, (337) 593-5006.