

Guidelines for Submission of Exhibits for District Judge Robert R. Summerhays

ALL exhibits must be submitted on a portable data storage device (i.e. flash drive, CD, etc.) and must be submitted in the following format according to these specifications:

1. Portable storage devices should be labeled with the following information: Case Number, Case Name, and Party submitting the device.
2. Please ensure to **FLATTEN** all PDF documents prior to saving on portable data storage device.
3. Please ensure that each exhibit is less than **50 MB** each. If larger than **50 MB**, you will need to split the file into smaller portions and name accordingly.
4. Image format should be in *PDF 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 Court's presentation software. Mr. Norris can be reached at (337) 593-5006.
5. Video/Audio Exhibits are required to be on a separate flash drive than the PDF exhibits.
6. **SEALED** exhibits must be submitted on a separate portable storage device (flash drive) than **UNSEALED** exhibits.
7. At the end of each trial day, the Courtroom Deputy will confirm what exhibits were admitted with the parties to ensure the information matches.
8. If you have more exhibits after the portable data storage device has been submitted to the court, you may deliver a supplemental device with the additional exhibits. Be sure that the file names for any new exhibits differ from the name of all previously submitted exhibits.
9. Please contact Judge Summerhays' Courtroom Deputy, Chrissy Craig, should you need any assistance on exhibit submission or Courtroom Technology Training at (337)593-5021 or email Chrissy_Craig@lawd.uscourts.gov.

*Please use an alpha-numeric naming system when saving your exhibits to the flash drive.

Example:

P01- Plaintiff's exhibit No.1
P25- Plaintiff's exhibit No.25
D01-Defendant's exhibit No.1
G02- Government's exhibit No. 2