

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. 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.)

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 plaintiffs, should use separate letters in their alpha-numeric naming scheme.

Examples: P01-001 Plaintiff's exhibits

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

7. At the end of each trial day, the Courtroom Deputy can 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. **SEALED** exhibits must be submitted on a separate portable storage device (flash drive) than **UNSEALED** exhibits.
10. Please contact Judge Summerhays' Courtroom Deputy, Chrissy Fontenot, should you need any assistance on exhibit submission or Courtroom Technology Training at (337)593-5021 or email Christine_fontenot@lawd.uscourts.gov.