



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF LOUISIANA**

NOTICE REGARDING EXHIBITS FOR COURT PROCEEDINGS

The United States Court of Appeals for the Fifth Circuit has implemented an electronic record on appeal process which requires all documents and exhibits to be submitted electronically, if at all possible. The United States District Court for the Western District of Louisiana, a court within the jurisdiction of the Fifth Circuit, currently employs a mandatory e-filing policy; therefore, all case documents including exhibits admitted into evidence at a court proceeding (e.g., hearing, conference, or trial) **MUST** be submitted electronically.¹ See this Court's "Guidelines for Submission of Exhibits" located on our website (www.lawd.uscourts.gov) for more information. NOTE: If the assigned judge requires that all trial exhibits be submitted in paper, case participants are required to comply with the judge's order in addition to submitting them electronically via a portable data storage device (e.g., flash drive, CD ROM, etc.). Exhibits which are admitted into evidence will be uploaded to the Court's electronic record after the proceeding has concluded.

PRIVACY

As with case documents, exhibits are subject to Federal Rule of Civil Procedure 5.2 and Federal Rule of Criminal Procedure 49.1. Please review these rules for compliance.

SEALED EXHIBITS OF AN ILLEGAL NATURE

Should the Court order any exhibit(s) of an illegal nature (e.g., child pornography, etc.) to be admitted under seal, such exhibit(s) must be provided on a separate portable data storage device; thereafter, the exhibit(s) will be maintained only on the device and will not be uploaded to the Court's electronic record.

**TONY R. MOORE,
CLERK OF COURT**

¹ Bulky, physical exhibits such as 3D objects (e.g., guns, drugs, etc.) or other exhibits which are incapable of electronic submission must be provided to the Court in accordance with the assigned judge's standing or scheduling order.