

## **Automatic Import of Exhibits from Attorney**

After opening a trial, exhibits can be automatically imported in bulk if attorneys provide them in one of two formats. The first method includes exhibits provided by the US Attorney's office using Sanctions, their national exhibit management system. The second method is available to all others that adhere to a file naming convention that provides exhibit information within the file name itself. These two methods are described below.

### **Exhibits from US Attorney:**

Using Sanctions software, the US Attorney's office performs an export of exhibit files along with a text delimited file, *Exhibits.txt*, that contains exhibit information.

The delimited file contains the following comma delimited information: Exhibit Number, Exhibit Sub-Part, Exhibit Description, Exhibit File Name.

All files are provided on a single USB drive.

The storage device can be immediately returned after information is loaded into JERS.

### **Exhibits from Other Attorney:**

Using any software or method, exhibit files are renamed using a naming convention similar 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: "1-a\_photograph.jpg", "12\_2009 Tax Statement.pdf", "35d.pdf", "12(a)\_camera footage.wmv"

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