

# Jury Evidence Recording System

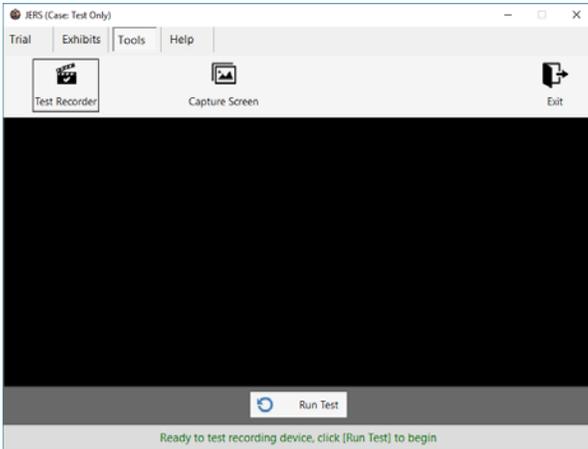
JERS 4.04 User Guide



Revised 2/23/2017

Version 4.04

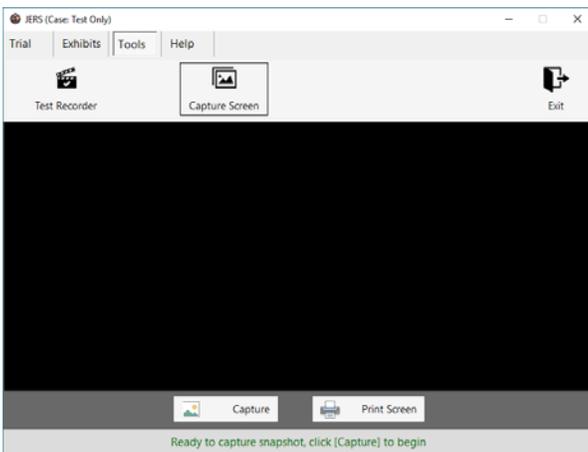
## Tools: Testing the Recorder / Capture Image to Print



JERS uses an optional recording device to capture evidence from the court's presentation system. If live capturing will be performed during a trial, it is recommended that this process be tested prior to court by clicking the **Run Test** button.

**NOTE:** If this test fails, verify the items below:

- The courtroom presentation system is powered on and is displaying something from a computer or a document camera.
- The recording device itself is powered on and properly connected.
- If all looks correct, try resetting the recording device and/or restarting the JERS computer.



The *Capture Screen* option allows you to print any evidence being presented on the courtroom presentation system. Click the **Capture** button to begin the process. A preview of the image will be displayed if successfully captured. You may repeat this capture step multiple times in order to obtain the best image.

Once satisfied with the captured image, click the **Print Screen** button to send the image to a printer.



## Trials: Creating and Updating



The screenshot shows the JERS interface with the following fields and options:

- Case Number:** 3:16-cr-08
- Courtroom:** CH-Courtroom1 (location of trial)
- Trial Date:** June 01, 2016
- Judge:** Conrad (optional)
- Enable Identified/Admitted
- Description:** TJ Hankins v. USA

At the bottom, a green status bar reads "Ready to add new trial".

### Case Number:

A **REQUIRED** entry that identifies the trial. Any text entry is allowed.

### Courtrooms:

Selecting a courtroom allows the release of exhibits to a jury assigned to this location. Changes to this entry are immediately saved to JERS.

### Trial Date:

Start date of trial.

### Judge:

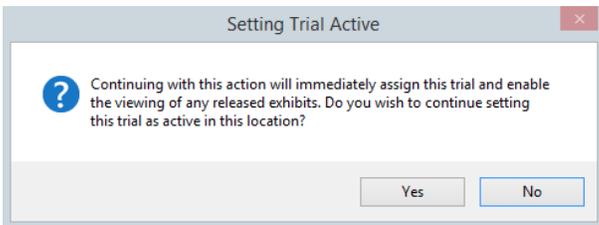
Presiding judge, also allows entry of private notes using the optional *View Only* JERS program.

### Enable Identified/Admitted:

This option may be optional or required as determined by each court. Allows exhibits to be marked as *Identified* and *Admitted*.

### Description:

Optional description of trial.



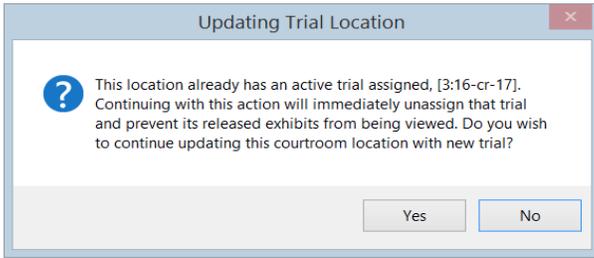
The dialog box contains the following text:

Continuing with this action will immediately assign this trial and enable the viewing of any released exhibits. Do you wish to continue setting this trial as active in this location?

Buttons: Yes, No

When a courtroom location is selected that is not currently assigned to a trial, this confirmation message will appear. This location can be modified at any time if a trial switches to a different courtroom location, or if a mistake is made.





When a courtroom location is selected that is currently assigned to another trial, this confirmation message will appear. Be sure that the trial referenced in the message has concluded before continuing with this selection, as this change is immediately saved to JERS.

## Trials: Additional Notes



Search for an existing trial to open



Clear screen to enter a new trial



Save new trial or changes to current trial



Edit exhibits for current trial



Export trial and exhibits to an external drive or archive



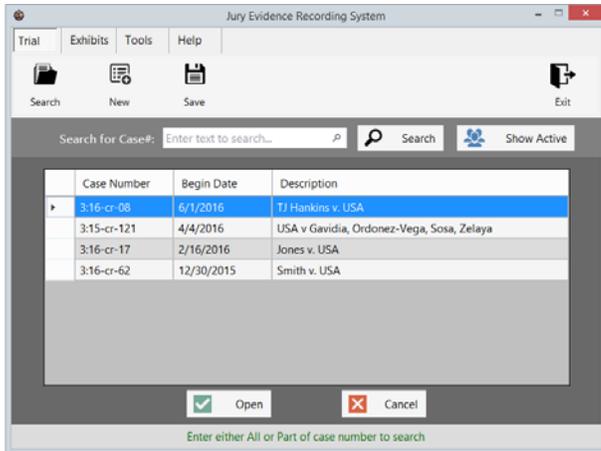
Delete current trial (option may be unavailable)



Exit the JERS program



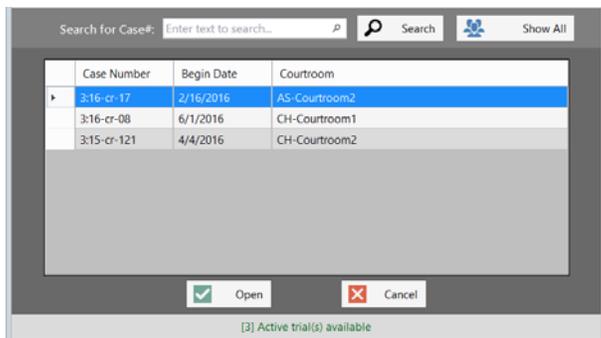
## Trials: Searching



Enter *All* or *Part* of the trial case number and click **Search** button to begin search. If the search text is left *blank*, all trials will be retrieved.

To select a trial from the list, either highlight and click the **Open** button, or **double click** the selected trial.

Click **Cancel** button to return back to the Trial screen.

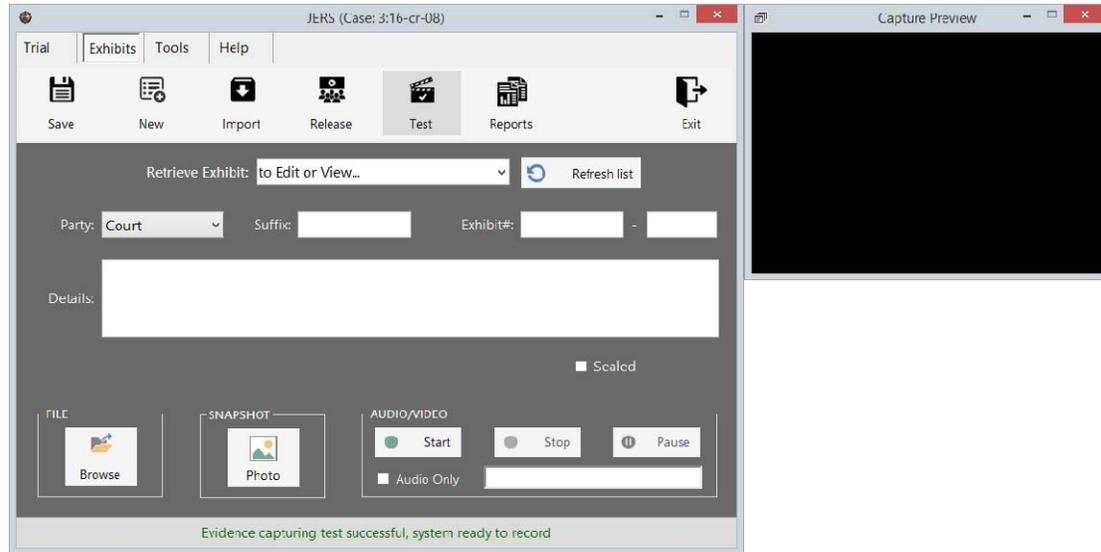


Click **Show Active** button to retrieve all trials currently assigned to a courtroom location. Click **Show All** button to return to displaying all trials.

**NOTE:** Some courts may restrict access to *active* trials to its assigned courtroom location only. This restriction requires that the trial only be opened while in that courtroom.



## Exhibits: Testing the Recorder



JERS uses an optional recording device to capture evidence from the court's presentation system. If live capturing will be performed during a trial, it is recommended that this process be tested prior to court by clicking the **Test** button.

**NOTE:** If this test fails, verify the items below:

- The courtroom presentation system is powered on and is displaying something from a computer or a document camera.
- The recording device itself is powered on and properly connected.
- If all looks correct, try resetting the recording device and restarting the JERS computer.



## Exhibits: Creating and Updating



**NOTE:** The Party and exhibit number or subpart is the only information that must be entered in order to save a new exhibit. All other details may be entered at a later time.

**NOTE:** The Identified and Admitted check boxes are only available if this option is [enabled on the trial screen](#). Click the edit icon  to edit the date and/or time that the current exhibit was identified or admitted (this edit option may be unavailable).

### **Party:**

A **REQUIRED** entry that identifies the party presenting the exhibit.

### **Suffix:**

Optional identifier that can include defendant name, etc. Could be used in a multi-defendant trial.

### **Exhibit#:**

The exhibit number is a **REQUIRED** alphanumeric entry. Some courts may restrict this value to numeric only.

### **Exhibit Subpart:**

Optional alphanumeric subpart of exhibit number.

### **Details:**

Optional description of exhibit. It is recommended that this be entered as this text is provided to the jury (if allowed on the [Release screen](#)).

### **Identified:**

Optional date/time exhibit was identified unless designated as required by a court. If used, exhibits identified, but not admitted, cannot be released to a jury.

### **Admitted:**

Optional date/time exhibit was admitted unless designated as required by a court. If used, only admitted exhibits can be released to a jury.

### **Sealed:**

Optional setting to mark exhibit as sealed. This information is included in the various [exhibit log reports](#).



## Exhibits: File Capturing

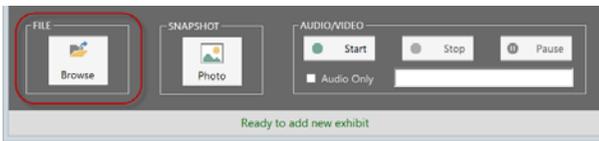
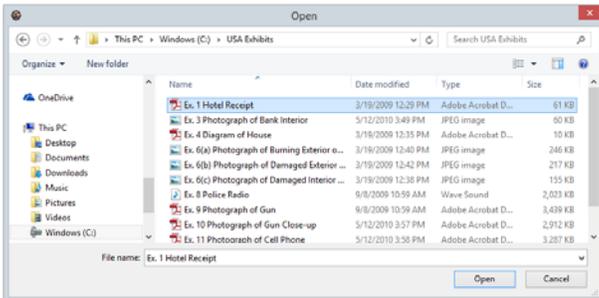


Exhibit files can be provided via a DVD, network drive, or external drive for importing into JERS. Click the **Browse** button to search for a file.



Select the drive containing the exhibit files, and after selecting desired file, click the **Open** button to add as an exhibit.

**NOTE:** A JERS exhibit can only reference a single exhibit file.

## Editing PDF Exhibits



Some PDF files such as jury instructions may need to be edited or split into multiple parts. This can be accomplished after the exhibit is added to JERS.

Select the exhibit using **Retrieve Exhibit** list, and click the **EDIT PDF** button.



To replace this exhibit with selected pages, specify individual pages or range of pages separated by commas. Example: 1-3,7,9,11-15

1-2,7,11

 Accept

 Cancel

After clicking the PDF EDIT button, a prompt is given to specify which page(s) to include in the current exhibit file. The individual pages and ranges of pages can be listed and separated with commas.

Clicking **Accept** button will replace the currently opened exhibit with only the pages specified. The original exhibit will no longer exist.

To create a new exhibit with selected pages, specify individual pages or range of pages separated by commas. Example: 1-3,7,9,11-15

1,2-4,9

 Accept

 Cancel

If any changes are made to the *Party Type*, *Exhibit Number*, or *Exhibit Part*, before clicking the PDF EDIT button, a prompt is given to specify which page(s) to include in a new exhibit file. The individual pages and ranges of pages can be listed and separated with commas.

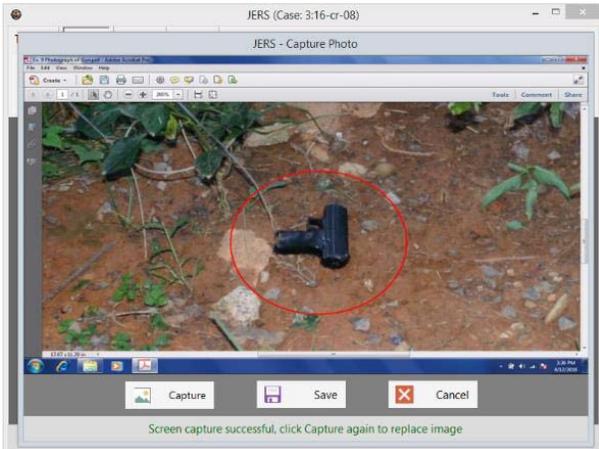
Clicking **Accept** button will create a new exhibit with only the pages specified. The original exhibit will remain.



## Exhibits: Photo Capturing



Exhibits can be created by acquiring a snapshot of evidence presented on a document camera or other image being shown on the courtroom presentation system. Click the **Photo** button to begin the process of capturing of this image.



Click the **Capture** button to obtain a snapshot of the evidence currently being broadcasted on the courtroom presentation system. This step can be performed multiple times in order to obtain the best image.

Once satisfied with the captured photo, click the **Save** button to add as an exhibit.

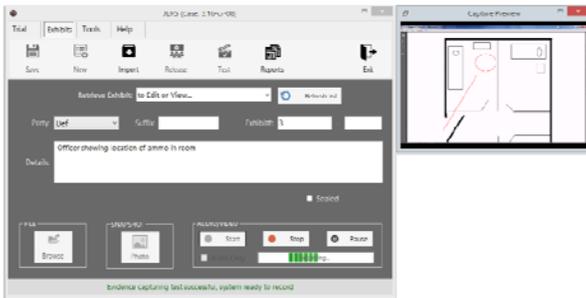
**NOTE:** This feature may be used to capture annotated exhibits.



## Exhibits: Audio/Video Capturing



Exhibits can be created by recording audio and/or video being presented on the courtroom presentation system. Click the **Start** button to begin the process of capturing an exhibit.



While capturing the recording, a preview window will appear to provide confirmation of what is currently being recorded. Several options will be unavailable while this recording is in process.

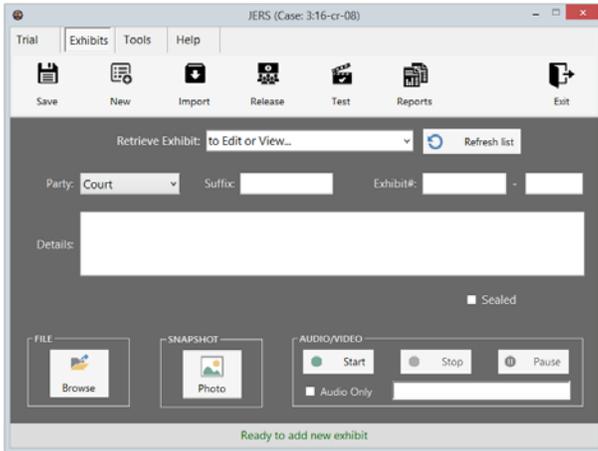
If needed, click the **Pause** button to temporarily stop the capturing process. Press the **Resume** button to return to capturing the exhibit. This option can be used multiple times.

Click the **Stop** button to end the capturing process and save the exhibit.

**NOTE:** There may be a slight delay after initially clicking the **Start** button before the capturing process begins. It may be best to start the capturing process 1-2 seconds prior.



## Exhibits: Additional Notes



**NOTE:** After capturing a new exhibit, click the **View Last** button to view the exhibit file. If editing an exhibit, click the **View Exhibit** button to view the exhibit file.



Save changes to current exhibit



Clear screen to enter a new exhibit



Import exhibits using [Batch Import method](#)



Release exhibits to a jury



[Test recording device](#) is ready to capture exhibits



Create and print exhibit log reports



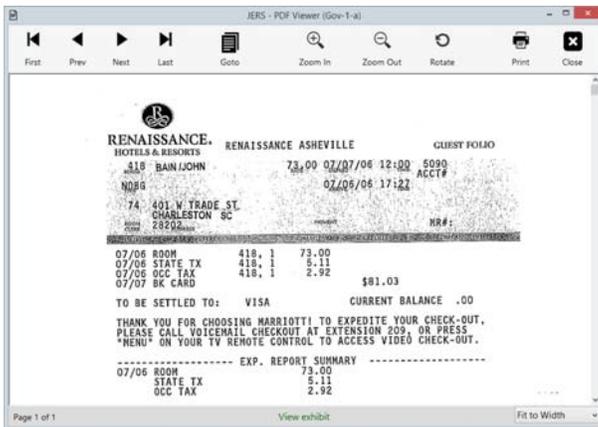
Delete current exhibit (option may be unavailable)



Exit the JERS program



## Viewing Exhibits: Documents



-  Go to first page of the document

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-  Go to previous page of document

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-  Go to next page of document

---

-  Go to last page of the document

---

-  Go to a specified page using pop-up screen

---

-  Zoom in document, increasing text size

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-  Zoom out document, decreasing text size

---

-  Rotate page 90 degrees in a clock-wise direction

---

-  Send document to printer

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-  Close the document viewer screen

**NOTE:** The default zoom mode can be set using the dropdown list located at bottom right corner of the screen:

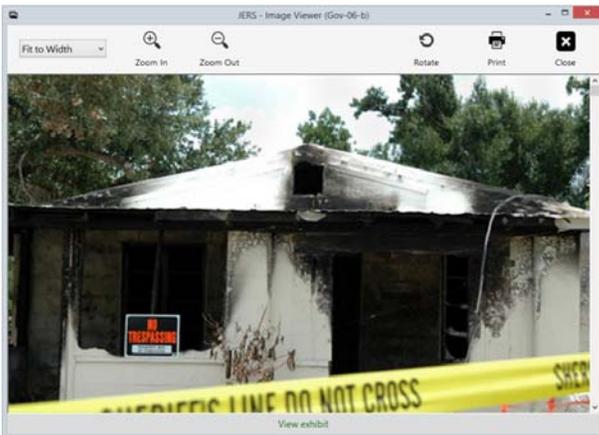
**Fit to Width:** set left/right margins of page to the current width of screen

**Fit to Height:** set top/bottom margins of page to the current height of screen

**Original Size:** display page in its original width and height



## Viewing Exhibits: Images



-  Zoom in image, increasing size of image

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-  Zoom out image, decreasing size of image

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-  Go to previous page of image (only available when viewing multi-page image files)

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-  Go to next page of image (only available when viewing multi-page image files)

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-  Rotate image 90 degrees in a clock-wise direction

---

-  Send image to printer

---

-  Close the image viewer screen

**NOTE:** The default zoom mode can be set using the dropdown list located at top left corner of the screen:  
**Fit to Width:** set left/right edges of image to the current width of screen  
**Fit to Height:** set top/bottom edges of image to the current height of screen  
**Original Size:** display image in its original width and height



## Viewing Exhibits: Audio/Video



**NOTE:** The bottom scroll bar can be used to rewind or fast forward a recording. This is accomplished by clicking and holding down the mouse button while sliding the scroll bar left or right.

 Fast rewind through audio/video recording

 Start playback of audio/video recording

 Pause playback of audio/video recording

 Fast forward through audio/video recording

 Stop playback of audio/video recording

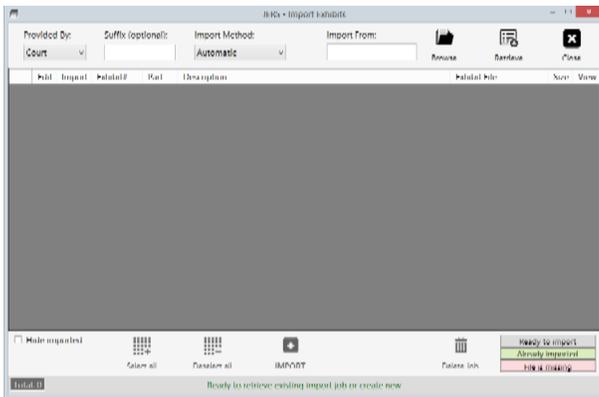
 Decrease audio level (if audio recording)

 Increase audio level (if audio recording)

 Close the media player screen



## Batch Import: Import Methods



**NOTE:** When designating an exhibit part for import, use a separator between the exhibit number and the exhibit part to increase accuracy of detection.

**Examples:** "1(b)", "62-a", "7{C4}", "TJ-2"

**NOTE:** If neither import method was used to format the exhibit files, a **None** designation is used and the Description column will contain the filename of the exhibit. Prior to retrieving the exhibits using this method, JERS will prompt if the filename contains the exhibit's number and/or sub part only. Answer Yes to this prompt if all exhibits are named for example: "1.pdf", "2a.avi", "6(d).jpg", 62[bb].pdf

Multiple exhibits can be imported into JERS using a batch import process. This process requires counsel provide exhibit files in a compatible format on an external drive or DVD. There are two preferred methods that should be used.

**File Name Method** - The preferred method where the file name begins with the exhibit number and optional exhibit part, followed by an underscore to designate that the remaining text of the file name is the description of the exhibit. This naming convention is shown below: [exhibit number]-[exhibit part]\_[exhibit description].[file extension]

**Examples:** "1-a\_Photograph of building.jpg", "62\_2016 Hotel Bill.pdf", "8(b)\_Camera footage.mp4", "B7\_Police Radio.avi"

**Index File Method** – This method is typically used by US Attorney's Office. A text file named *Exhibits.txt* is provided along with all exhibit files. Each line of this text file provides information about the exhibit: the exhibit number and optional exhibit part, followed by a pipe character and the description of the exhibit, followed by a pipe character and the full file name of the exhibit:

[exhibit number]-[exhibit part] | [exhibit description] | [file name]

**Example content of Exhibits.txt file:**

1a | Photograph of inside building | 1A-Photograph of building.jpg  
8(b) | Camera footage of robbery | Camera footage.mp4



## Batch Import: Selecting Import Files



**NOTE:** Once the Batch Import screen is used to retrieve the exhibit files provided by a party, the external drive or DVD is no longer required, and can be removed from the computer. The batch import screen(s) can be retrieved at any time, and used throughout the trial.

**NOTE:** To add additional exhibits to an *active* import screen, click **Browse** button to locate the drive and/or folder containing the new exhibit files, then click **Retrieve** button to add to the existing exhibits. Only exhibits of the same import method type can be added to an existing import job.

The batch import process permits multiple imports to be performed simultaneously. A *provider* (party type) may have multiple imports active at a given time. However, only one instance of an [import method](#) may be active for the same provider. For example, a “Gov” provider cannot have two “File Name Method” imports active at the same time.

Click on the **Provided By** list and select the **REQUIRED** party that is providing the exhibit files.

The optional **Suffix** is not used during this process and should be ignored.

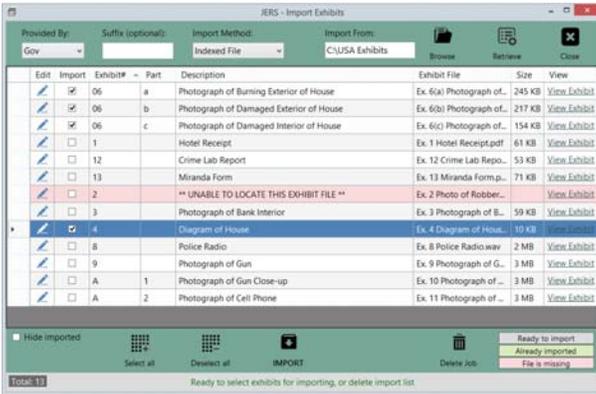
Select the **REQUIRED Import Method** used to provide the exhibits for this party. Leave this setting on the default *Automatic* to allow JERS to determine the best method for you (if a batch job already exists for the selected “Provided By” and “Import Method”, that previous batch import will automatically be retrieved and displayed).

Click the **Browse** button to locate the **REQUIRED** drive and/or folder containing the exhibit files provided by counsel.

Click the **Retrieve** button to load the exhibit files into the Batch Import screen.



## Batch Import: Preparing for Import

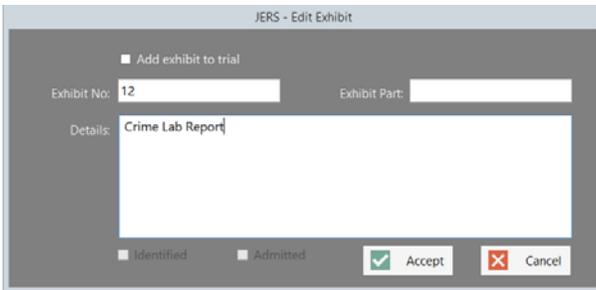


Click the checkbox located in the “Import” column to select/deselect an exhibit for import into the current trial. You may also click the **Select all** or **Deselect all** buttons if acting upon all exhibits at one time.

The optional **Suffix** can be entered at this point to designate a defendant name for a multi-defendant trial, etc.

Click on the **View Exhibit** link to review the exhibit.

**NOTE:** When using the “Index File Method”, exhibit files that are missing from the counsel’s external drive or DVD will be designated on the screen as shown.



Click the exhibit’s edit icon to update the details of the exhibit before importing into the current trial.

**Exhibit No** is a **REQUIRED** entry. Some courts may restrict this value to numeric only.

If the Identified/Admitted option was [enabled on the trial screen](#), the exhibit can be marked as identified and/or admitted using the checkboxes.

Click the **Accept** button to save your changes.



## Batch Import: Adding to Trial



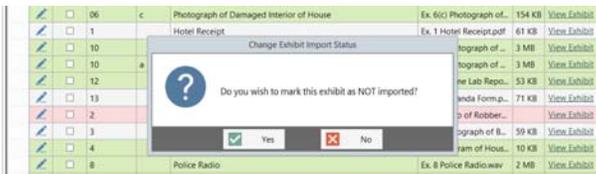
Click the **Import** button to add the selected exhibits to the current trial. The success and failure status of the import process will be indicated by color coding each exhibit.

**NOTE:** The color code map is provided in the bottom right section of the screen.

**Ready to import:** the exhibit is valid and ready for import into the current trial

**Already imported:** the exhibit has been imported into the current trial

**File is missing:** when using "Index File Method", the exhibit file was missing from the counsel's external drive or DVD



To unmark an exhibit that has already been imported into the trial, right click the checkbox located in the "Import" column, and click the **Yes** button when prompted. This will allow the exhibit to be imported into the current trial. This may be useful if an exhibit was accidentally deleted from the trial at a later time and needs to be added again.

**NOTE:** Marking an exhibit as not being imported will not remove the exhibit from the current trial. If the exhibit still exists in the trial, and it is imported a second time, JERS will prompt for confirmation to overwrite before proceeding.



## Batch Import: Additional Notes



Browse for drive and/or folder containing the exhibit files



Load the new exhibit files into the Batch Import screen



Select all exhibits not yet imported for import into trial



Deselect all exhibits not yet imported into current trial



Import selected exhibits to current trial



Remove the current batch import job (does not affect exhibits already imported into current trial)



Close the batch Import screen

**NOTE:** Hide Imported option toggles the visibility of exhibits already imported into the current trial.

**NOTE:** If the Identified/Admitted option is [enabled on the trial screen](#), two additional options will be available: **Mark as identified** and **Mark as admitted**. Checking these options will cause all imported exhibits to be marked as identified and/or admitted as they are added to the current trial.



## Release Exhibits: Preparing for Release

Edit	Release	Party	Suffix	Exhibit	Part	Description	Restrictions	View
	<input type="checkbox"/>	Gov		4	a	Hotel receipt		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Gov		06	a	Photograph of Burning Exterior of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Gov		06	b	Photograph of Damaged Exterior of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Gov		06	c	Photograph of Damaged Interior of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Gov		8		Police Radio		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Gov		9		Photograph of Gun		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Gov		10		Photograph of Cell Phone		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Gov		10	a	Photograph of Gun Close-up		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Gov		12		Crime Lab Report		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Gov		17		Explosion of vehicle		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Def		1		Photograph of Bank Interior		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Def		2	a	Unaltered Photograph of Burning Exterior of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Def		2	b	Unaltered Photograph of Damaged Exterior of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Def		2	c	Unaltered Photograph of Damaged Interior of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Def		A	4	Diagram of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	Def		C	7	Photo of interior of room		<a href="#">View Exhibit</a>

Click the checkbox located in the “Release” column to select/deselect an exhibit for release to jury. You may also click the **Select all** or **Deselect all** buttons if acting upon all exhibits at one time.

The optional **Exhibit descriptions viewable** toggles the visibility of the exhibit descriptions by the jury. If unchecked, the exhibit’s description text will be replaced with a description of the media type such as “PDF document” or “Image File” only.

Click on the **View Exhibit** link to review the exhibit.

JERS - Edit Exhibit

Party: Gov

Suffix:

Exhibit No: 17

Exhibit Part: a

Restrictions:

Details: Explosion of vehicle outside of home

Accept Cancel

Click the exhibit’s edit icon to update the details of the exhibit before releasing to a jury.

**Exhibit No** is a **REQUIRED** entry. Some courts may restrict this value to numeric only.

Click the Restrictions drop-down list if the judge has placed restrictions on viewing the exhibit. Depending on type of exhibit, these are:

**Audio Only:** screen is blank during playback, only audio is provided

**Video Only:** audio is muted during playback, only video is provided

**Zoom Off:** zoom in/out is disabled (buttons are hidden)

Click the **Accept** button to save your changes.



## Release Exhibits: Releasing to Jury

Edit	Release	Party	Suffix	Exhibit	Part	Description	Restrictions	View
	<input checked="" type="checkbox"/>	Gov		4	a	Hotel receipt		View Exhibit
	<input checked="" type="checkbox"/>	Gov		06	a	Diagram of House		View Exhibit
	<input checked="" type="checkbox"/>	Gov		06	b	Photograph of Burning Exterior of House		View Exhibit
	<input checked="" type="checkbox"/>	Gov		06	c	Photograph of Damaged Exterior of House		View Exhibit
	<input checked="" type="checkbox"/>	Gov		06	c	Photograph of Damaged Interior of House		View Exhibit
	<input checked="" type="checkbox"/>	Gov		8		Police Radio		View Exhibit
	<input checked="" type="checkbox"/>	Gov		9		Photograph of Gun		View Exhibit
	<input checked="" type="checkbox"/>	Gov		10		Photograph of Cell Phone		View Exhibit
	<input checked="" type="checkbox"/>	Gov		10	a	Photograph of Gun Close-up		View Exhibit
	<input checked="" type="checkbox"/>	Gov		12		Crime Lab Report		View Exhibit
	<input checked="" type="checkbox"/>	Gov		17	e	Explosion of vehicle outside of home		View Exhibit
	<input checked="" type="checkbox"/>	Def		1		Photograph of Bank Interior		View Exhibit
	<input checked="" type="checkbox"/>	Def		2	a	Unaltered Photograph of Burning Exterior of House		View Exhibit
	<input checked="" type="checkbox"/>	Def		2	b	Unaltered Photograph of Damaged Exterior of House		View Exhibit
	<input checked="" type="checkbox"/>	Def		2	c	Unaltered Photograph of Damaged Interior of House		View Exhibit
	<input checked="" type="checkbox"/>	Def		A	4	Diagram of House		View Exhibit
	<input checked="" type="checkbox"/>	Def		C	7	Photo of interior of room		View Exhibit

Total: 17 Exhibits were successfully updated and/or released!

Click the **Save** button to save any modifications made and to release/unrelease exhibits to the jury.

**NOTE:** If the Identified/Admitted option is [enabled on the trial screen](#), only exhibits marked as *admitted* will be available for release to a jury.

Edit	Release	Party	Suffix	Exhibit	Part	Description	Restrictions	View
	<input checked="" type="checkbox"/>	Def		1		Photograph of Bank Interior		View Exhibit
	<input checked="" type="checkbox"/>	Def		2	a	Unaltered Photograph of Burning Exterior of House		View Exhibit
	<input checked="" type="checkbox"/>	Def		2	b	Unaltered Photograph of Damaged Exterior of House		View Exhibit
	<input checked="" type="checkbox"/>	Def		2	c	Unaltered Photograph of Damaged Interior of House		View Exhibit
	<input checked="" type="checkbox"/>	Def		A	4	Diagram of House		View Exhibit
	<input checked="" type="checkbox"/>	Def		C	7	Photo of interior of room		View Exhibit

The list of exhibits can be filtered on *Party*, *Suffix*, and *Exhibit Number*. This feature may be useful in locating a particular exhibit or set of exhibits when dealing with a large number of entries.

After setting the desired filter conditions, click the **Set Filter On** button to enable the filter. Changes can also be made to the filter conditions while the filter is active.

Click the **Set Filter Off** button to disable the filtered view.



## Release Exhibits: Additional Notes

Edit	Release	Party	Suffix	Exhibit#	Part	Description	Restrictions	View
	<input checked="" type="checkbox"/>	Gov		1	a	Hotel receipt		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Gov		4		Diagram of House		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Gov	06		a	Photograph of Burning Exterior of House		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Gov	06		b	Photograph of Damaged Exterior of House		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Gov	06		c	Photograph of Damaged Interior of House		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Gov		8		Police Radio		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Gov		9		Photograph of Gun		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Gov		10		Photograph of Cell Phone		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Gov		10	a	Photograph of Gun Close-up		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Gov		12		Crime Lab Report		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Gov		17	e	Explosion of vehicle outside of home		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Def		1		Photograph of Bank Interior		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Def		2	a	Unaltered Photograph of Burning Exterior of House		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Def		2	b	Unaltered Photograph of Damaged Exterior of House		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Def		2	c	Unaltered Photograph of Damaged Interior of House		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Def		A	4	Diagram of House		<a href="#">View Exhibit</a>
	<input checked="" type="checkbox"/>	Def		C	7	Photo of interior of room		<a href="#">View Exhibit</a>



Save any modifications made and release/unrelease exhibits to the jury



Select all exhibits for release to jury



Remove all exhibits for release to jury



Print exhibit log reports



Close the batch Import screen

**NOTE:** All saved changes are immediately reflected in the JERS Jury Room client assigned to this courtroom location.



## Reports: Creating



JERS offers customizable reports for on-screen viewing and printing. The report options will differ depending on whether the Identified/Admitted option is [enabled on the trial screen](#). These report options include:

**All Exhibits:** report includes all exhibits

**All Exhibits (public):** report includes all exhibits except sealed, and hides RLS and SEALED columns.

**Admitted Exhibits:** report only includes exhibits marked as admitted

**Admitted Exhibits (public):** report only includes exhibits marked as admitted, excludes sealed, and hides RLS and SEALED columns.

**Released Exhibits (jury):** report only includes exhibits released to jury

**NOTE:** If the Identified/Admitted option is enabled for the trial, click **Show Admitted/Identified** checkbox to toggle visibility of the date and time exhibits were identified and admitted.

The screenshot shows the 'Report' window with filters set to 'Party: Gov' and 'Entered: 4/12/2016 to 4/12/2016'. The 'Set Filter On' button is active. The report content includes the following text:

United States District Court  
Western District of North Carolina  
Exhibits Log: 3:16-cr-08  
TJ Hankins v. USA, 4/1/2016

EXHIBIT	RLS	SEAL	DESCRIPTION
Gov-1-a	Yes	No	Hotel receipt
Gov-4	Yes	No	Diagram of House
Gov-05-a	Yes	No	Photograph of Damaged Exterior of House
Gov-05-b	Yes	No	Photograph of Damaged Interior of House
Gov-05-c	Yes	No	Photograph of Damaged Interior of House
Gov-8	Yes	No	Police Radio
Gov-9	Yes	No	Photograph of Gun
Gov-10	Yes	No	Photograph of Cell Phone
Gov-10-a	Yes	No	Photograph of Gun Close-up
Gov-12	Yes	No	Crime Lab Report
Gov-17-a	Yes	No	Explosion of vehicle outside of home

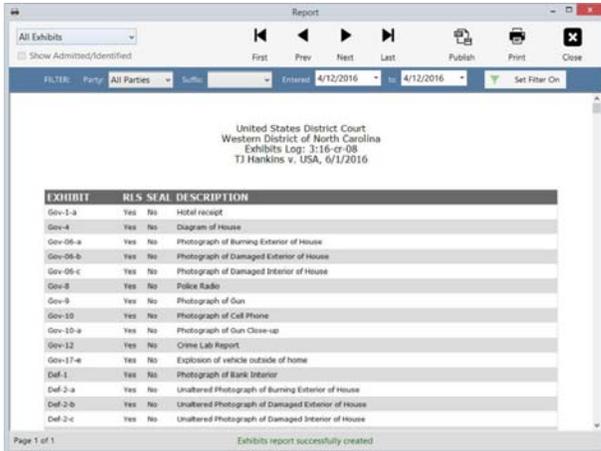
All reports can be filtered on *Party*, *Suffix*, and *Date Entered Range*. This feature may be useful in locating a particular set of exhibits when dealing with a large number of entries.

After setting the desired filter conditions, click the **Set Filter On** button to enable the filter. Changes can also be made to the filter conditions while the filter is active.

Click the **Set Filter Off** button to disable the filtered view.



## Reports: Additional Notes



Display first page of the report



Go to previous page of report



Go to next page of report



Display last page of the report



Publish currently selected report to PDF (requires Adobe Acrobat)



Send currently selected report to printer



Close the reports screen

**NOTE:** Use **Publish to PDF** option to launch in Adobe Acrobat for easy saving of the PDF report. This requires Adobe Acrobat to be installed on the computer.



## Export Exhibits: Overview

Edit	Row	Seal	Party	Suffix	Exhibit#	Part	Description	Restrictions	View
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Gov		4	a	Hotel receipt		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Gov		06	a	Diagram of House		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Gov		06	b	Photograph of Burning Exterior of House		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Gov		06	c	Photograph of Damaged Exterior of House		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Gov		06	c	Photograph of Damaged Interior of House		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Gov		8		Police Radio		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Gov		9		Photograph of Gun		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Gov		10		Photograph of Cell Phone		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Gov		10	a	Photograph of Gun Close-up		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Gov		12		Crime Lab Report		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Gov		17	e	Explosion of vehicle outside of home		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Def		1		Photograph of Bank Interior		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Def		2	a	Unaltered Photograph of Burning Exterior of House		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Def		2	b	Unaltered Photograph of Damaged Exterior of House		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Def		2	c	Unaltered Photograph of Damaged Interior of House		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Def		A	4	Diagram of House		<a href="#">View Exhibit</a>
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Def		C	7	Photo of interior of room		<a href="#">View Exhibit</a>

Once a trial has concluded, there are two options provided for exporting it from the JERS system. See below for a summary of these two methods.

**Export to Folder** – This export method can be used to provide a copy of the trial’s exhibits to counsel or other party. The exhibits are copied to a specified location that may include an external USB drive or DVD. An exhibits log file is also created in the specified location containing links to the exhibit files. This option can be performed multiple times as it does not remove the trial from the JERS system.

**Export to Archive** – This export method is used to move a trial and its exhibits to a new database and server location. Each court determines these settings. This option can only be performed once as it removes the trial and its exhibits from the JERS system.

**NOTE:** The export option **To Archive** may be unavailable depending on the local court’s setup.



## Export Exhibits: Preparing for Export

Edit	Rlsd	Seal	Party	Suffix	Exhibit	Part	Description	Restrictions	View
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		1	a	Hotel receipt		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		4		Diagram of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		06	a	Photograph of Burning Exterior of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		06	b	Photograph of Damaged Exterior of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		06	c	Photograph of Damaged Interior of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		8		Police Radio		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		9		Photograph of Gun		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		10		Photograph of Cell Phone		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		10	a	Photograph of Gun Close-up		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		12		Crime Lab Report		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		17	e	Explosion of vehicle outside of home		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Def		1		Photograph of Bank Interior		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Def		2	a	Unaltered Photograph of Burning Exterior of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Def		2	b	Unaltered Photograph of Damaged Exterior of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Def		2	c	Unaltered Photograph of Damaged Interior of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Def		A	4	Diagram of House		<a href="#">View Exhibit</a>
	<input type="checkbox"/>	<input type="checkbox"/>	Def		C	7	Photo of interior of room		<a href="#">View Exhibit</a>

Total: 17      Click Save to save any modifications

The box located in the “Rlsd” column will be checked if the exhibit was released to a jury during the trial. This value can be updated if necessary by clicking the checkbox.

Click on the **View Exhibit** link to review the exhibit.

JERS - Edit Exhibit

Party:  Details:

Suffix:

Exhibit No.:

Exhibit Part:

Restrictions:

Identified:

Admitted:

Accept     Cancel

Click the exhibit’s edit icon to update the details of the exhibit before performing an export.

**Exhibit No** is a **REQUIRED** entry. Some courts may restrict this value to numeric only.

The **Identified** and **Admitted** date/time values can be edited if this option is [enabled on the trial screen](#).

Click the **Accept** button to save your changes.



## Export Exhibits: To Folder

JERS - Export Trial to Folder

Export to: \\ncwd.circ4.dcn\jers\exports\ Browse

Export to path configured by the local court

Options

Only include released exhibits on Export and Exhibits Log

Drive Information

Total size Exhibits: 7 MB Export drive space: 239 GB

Start... Close

Enter export path and click Start to begin export process

**NOTE:** JERS attempts to calculate the available disk space for the path specified in *Export to*. If this process fails, an **N/A** value will be shown in the *Export drive space* box. The export process can proceed, but it is recommended that the available disk space be verified.

Click the **Browse** button to select the drive and/or folder location to export the trial's exhibits. All the trial's exhibits will be copied to this location. In addition, an exhibits log file (*ExhibitsLog.htm*) will be created containing links to the exhibit files. This export can be placed on a USB drive or DVD and provided to counsel or other party.

Courts may configure JERS to include an additional export to folder option that will provide access to exhibits by court personnel. If so, the **Set export path to court specified location** option will be available. Selecting this option will populate the *Export to* path with a value predetermined by the court. The *Browse* button will be disabled, as this value cannot be modified. Unselecting this option will enable editing again.

If the current trial is set to use the Identified/Admitted feature, then the additional option **Only include admitted exhibits...** is provided. Only the exhibits marked as admitted will be included in the export, including the HTML and PDF exhibits log. For all other trials, the option to **Only include released exhibits...** is available. Only the exhibits marked as being released will be included in the export, including the HTML and PDF exhibits log

Click the **Start...** button to begin the export process.



## Export Exhibits: To Archive



If this option is enabled, then the court will have provided default values for the export to archive feature. These values will be used to complete this export process and are not available for modification.

This archive process will move the trial and its exhibits to an archive location, then delete the trial from the live JERS system. This trial will no longer be accessible from JERS once the archive completes, and this process cannot be reversed.

Click the **Start...** button to begin the archive process.

**NOTE:** If any errors are encountered during the archive process, the trial will not be removed from JERS.



## Exhibits View Only: Overview

Rsid	Party	Suffix	Exhibit#	Part	Description	Restrictions	View	Notes
Gov			1		Hotel receipt (pdf)	Zoom Off	View Exhibit	
Gov			3		Photo of bank interior		View Exhibit	
Gov		a	4		Photo of burning exterior of house		View Exhibit	
Gov		b	4		Photo of damage to exterior of house		View Exhibit	
Gov			5		Photo of interior damage to house		View Exhibit	
Gov			7		Diagram of house interior		View Exhibit	
Gov		c	7		Diagram of house interior annotated by witness		View Exhibit	
Gov			10		Police dash cam video	Video Only	View Exhibit	
Gov		a	10		Police radio		View Exhibit	
Gov			11		Police dash cam video - 2nd stop		View Exhibit	
Gov			15		Zoomed in photo of weapon recovered from defendant		View Exhibit	
Gov			17		Attempted escape from courthouse		View Exhibit	
Def			1		Location of stopped car		View Exhibit	
Def		e	2		Location of gun found at scene		View Exhibit	
Def			7		Weapons recovered from home		View Exhibit	

Total: 15 Viewing all exhibits

The JERS View Only program allows the viewing of all trials in the JERS system, including archived trials if configured by the local court. All trial information is read-only and cannot be edited. The only exception to this are the private notes that can be added to exhibits. This feature must be enabled by local court. When enabled, clicking the [edit notes icon](#) allows the entry of private notes for each trial exhibit. These notes are only accessible when using the JERS View Only program.

If configured by the local court, the viewer will automatically load the currently active trial (if any) for a specific courtroom location. Click the [Search Trials](#) button to locate and retrieve exhibits for other trials.

Rsid	Party	Suffix	Exhibit#	Part	Description	Restrictions	View	Notes
Gov			1		Hotel receipt (pdf)	Zoom Off	View Exhibit	
Gov			3		Photo of bank interior		View Exhibit	
Gov		a	4		Photo of burning exterior of house		View Exhibit	
Gov		b	4		Photo of damage to exterior of house		View Exhibit	
Gov			5		Photo of interior damage to house		View Exhibit	
Gov			7		Diagram of house interior		View Exhibit	

The list of exhibits can be filtered on *Party*, *Suffix*, and *Exhibit Number*. This feature may be useful in locating a particular exhibit or set of exhibits when dealing with a large number of entries.

After setting the desired filter conditions, click the **Set Filter On** button to enable the filter. Changes can also be made to the filter conditions while the filter is active.

Click the **Set Filter Off** button to disable the filtered view.



## Exhibits View Only: Options

Rsid	Party	Suffix	Exhibit#	Part	Description	Restrictions	View	Notes
Gov			1		Hotel receipt (pdf)	Zoom Off	View Exhibit	
Gov			3		Photo of bank interior		View Exhibit	
Gov			4	a	Photo of burning exterior of house		View Exhibit	
Gov			4	b	Photo of damage to exterior of house		View Exhibit	
Gov			5		Photo of interior damage to house		View Exhibit	
Gov			7		Diagram of house interior		View Exhibit	
Gov			7	c	Diagram of house interior annotated by witness		View Exhibit	
Gov			10		Police dash cam video	Video Only	View Exhibit	
Gov			10	a	Police radio		View Exhibit	
Gov			11		Police dash cam video - 2nd stop		View Exhibit	
Gov			15		Zoomed in photo of weapon recovered from defendant		View Exhibit	
Gov			17		Attempted escape from courthouse		View Exhibit	
Def			1		Location of stopped car		View Exhibit	
Def			2	e	Location of gun found at scene		View Exhibit	
Def			7		Weapons recovered from home		View Exhibit	

Click the **Refresh** button at any time to retrieve exhibits for the currently selected trial. For active trials, this would provide access to any newly added exhibits.

Click on the **View Exhibit** link to review the exhibit. JERS will open the exhibit in the appropriate viewer depending on whether it is a [document](#), [photograph](#), or [audio/video recording](#).

Click the **Export** button if you wish to [save a copy of the current trial's exhibits](#) to computer, USB drive, or DVD,

Click the **Reports** button to [produce various reports](#) for printing or publishing to PDF.

All notes for the exhibit will appear here

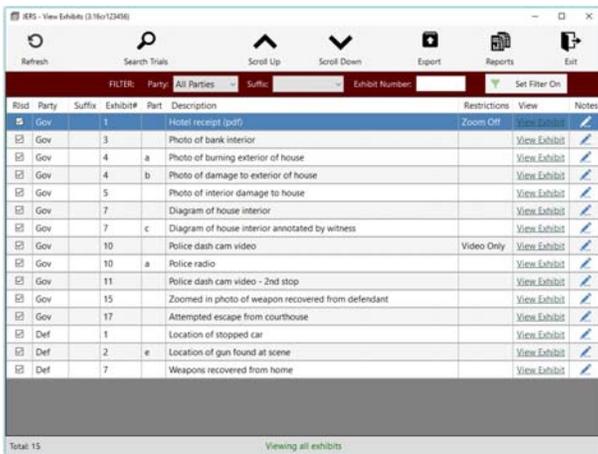
Save Close

Click the exhibit's edit notes icon  to add or edit private notes. These private notes will only be available when using the JERS View Only program.

Click the **Save** button to save your changes.



## Exhibits View Only: Additional Notes



Row#	Party	Suffix	Exhibit#	Part	Description	Restrictions	View	Notes
1	Gov		1		Hotel receipt (pdf)		<a href="#">View Exhibit</a>	<a href="#">Notes</a>
3	Gov		3		Photo of bank interior		<a href="#">View Exhibit</a>	<a href="#">Notes</a>
4	Gov	a	4		Photo of burning exterior of house		<a href="#">View Exhibit</a>	<a href="#">Notes</a>
4	Gov	b	4		Photo of damage to exterior of house		<a href="#">View Exhibit</a>	<a href="#">Notes</a>
5	Gov		5		Photo of interior damage to house		<a href="#">View Exhibit</a>	<a href="#">Notes</a>
7	Gov		7		Diagram of house interior		<a href="#">View Exhibit</a>	<a href="#">Notes</a>
7	Gov	c	7		Diagram of house interior annotated by witness		<a href="#">View Exhibit</a>	<a href="#">Notes</a>
10	Gov		10		Police dash cam video	Video Only	<a href="#">View Exhibit</a>	<a href="#">Notes</a>
10	Gov	a	10		Police radio		<a href="#">View Exhibit</a>	<a href="#">Notes</a>
11	Gov		11		Police dash cam video - 2nd stop		<a href="#">View Exhibit</a>	<a href="#">Notes</a>
15	Gov		15		Zoomed in photo of weapon recovered from defendant		<a href="#">View Exhibit</a>	<a href="#">Notes</a>
17	Gov		17		Attempted escape from courthouse		<a href="#">View Exhibit</a>	<a href="#">Notes</a>
1	Def		1		Location of stopped car		<a href="#">View Exhibit</a>	<a href="#">Notes</a>
2	Def	e	2		Location of gun found at scene		<a href="#">View Exhibit</a>	<a href="#">Notes</a>
7	Def		7		Weapons recovered from home		<a href="#">View Exhibit</a>	<a href="#">Notes</a>

Total: 15 Viewing all exhibits



Reload list of exhibits for currently selected trial



Search for trial to retrieve



Scroll up list of exhibits



Scroll down list of exhibits



Export exhibit files to folder or external drive



Print exhibit log reports

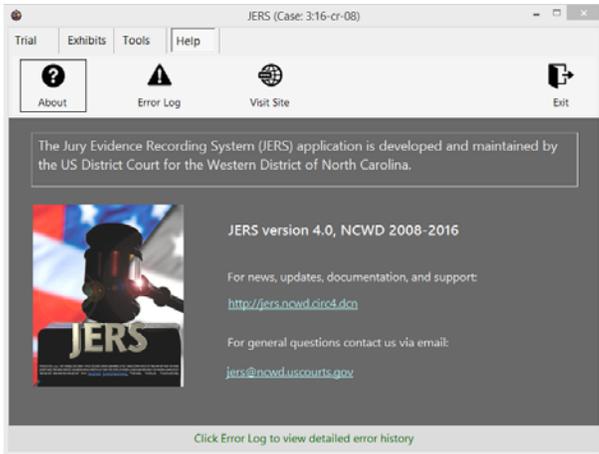


Exit and close the JERS program

**NOTE:** If viewing an active trial, click the **Refresh** button to display latest changes.

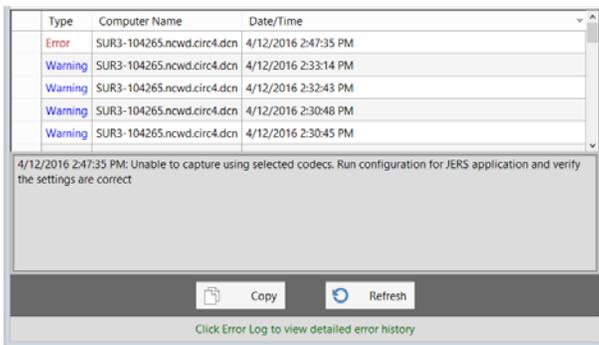


# Help



Additional information on JERS, including video training modules, knowledgebase articles, and latest downloads, are available on the JERS web site. Visit the JERS help desk page to submit tickets on new feature requests, errors, and other issues at: <http://jers.ncwd.circ4.dcn/>

You may also email the JERS team with questions at: [jers@ncwd.uscourts.gov](mailto:jers@ncwd.uscourts.gov)



All errors generated by the JERS application are recorded in the JERS Windows event log. Click the **Error Log** button to view these errors.

To assist with sending details of error and/or warning messages to the JERS team, select the desired entry, and click the **Copy** button. The message can then be pasted into an email message.

Click **Refresh** button to retrieve all errors from log again.

