

Jury Evidence Recording System

JERS 4.4 User Guide



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Overview

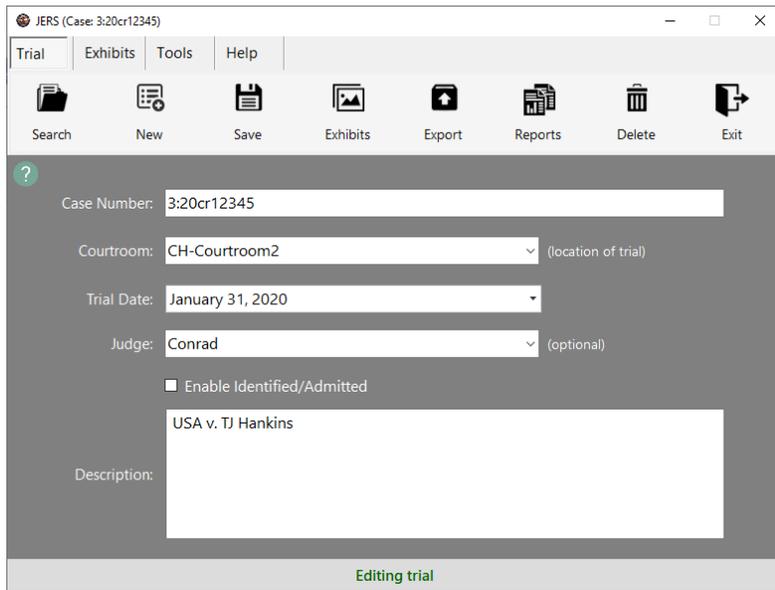
The U.S. District Court for the Western District of North Carolina created the JERS (Jury Evidence Recording System) to provide an efficient method of capturing evidence electronically as it is presented in court during a trial. Exhibit files provided by counsel can be uploaded to the JERS system using a variety of methods. And, if configured by the court, JERS uses the court's courtroom presentation system to easily capture pictures, video, and other types of evidence.

Before exhibits can be captured by JERS, a [new trial must be created](#). Exhibits can then be added to the trial using a variety of methods. Counsel can choose between [several different formatting methods](#) to provide exhibit files to the court on a DVD or USB drive that can then be [batch imported](#). Exhibits can also be [added individually by browsing](#) to a network or external drive. If configured by the court, [photo](#) or [audio/video](#) exhibits can be captured directly from the courtroom presentation system. At any time during the trial, exhibits can be [batch edited](#) or [edited individually](#). Exhibits are [released to the jury](#) for viewing by jurors in the jury deliberation room using the *JERS Jury Room* application. Optional restrictions can be placed on these released exhibits to limit viewing options such as audio or video muting. Each court determines actions taken at the conclusion of a trial. This may include exporting the trial and its exhibits to a [specified network location](#) or [exporting to ECF](#).

Access to trials and exhibits can be provided to any user using the *JERS View Only* program. This program allows the [viewing of all trials in the JERS system](#), including archived trials if configured by the local court. No editing can be performed on a trial except for the entering of [private trial notes](#) if configured by the court.



Trials: Creating and Updating



NOTE: If live capturing will be performed during a trial, it is recommended to review [how to test the recorder](#) at the start of each court day.

Case Number:

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

Courtroom:

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:

Optional start date of trial.

Judge:

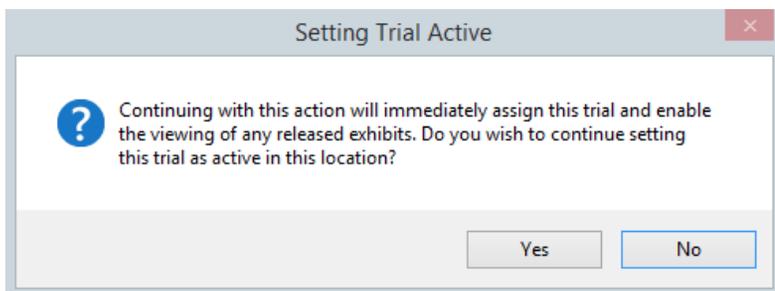
Optional presiding judge, also allows entry of private notes using the [View Only JERS program](#).

Enable Identified/Admitted:

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

Description:

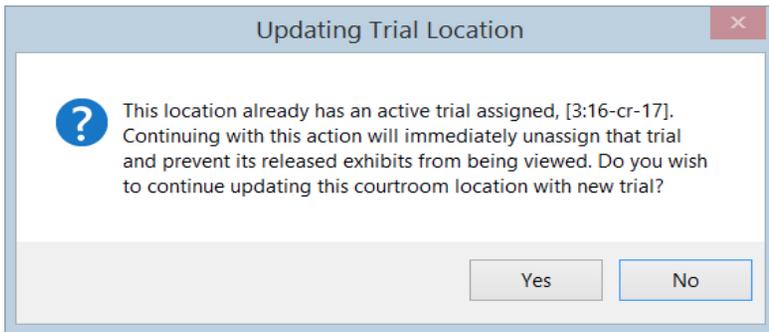
Optional description of trial (recommended, as used for report title).



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.

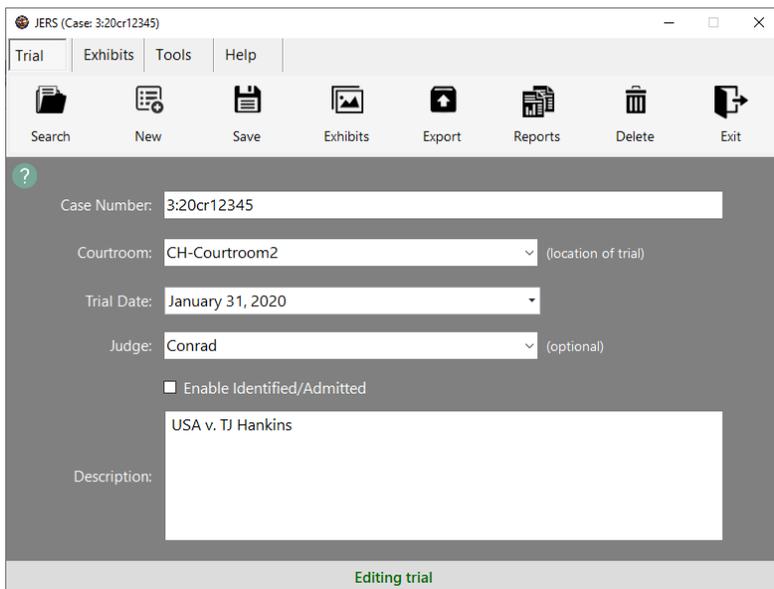
(CONTINUED NEXT PAGE...)





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



Create and print exhibit log reports



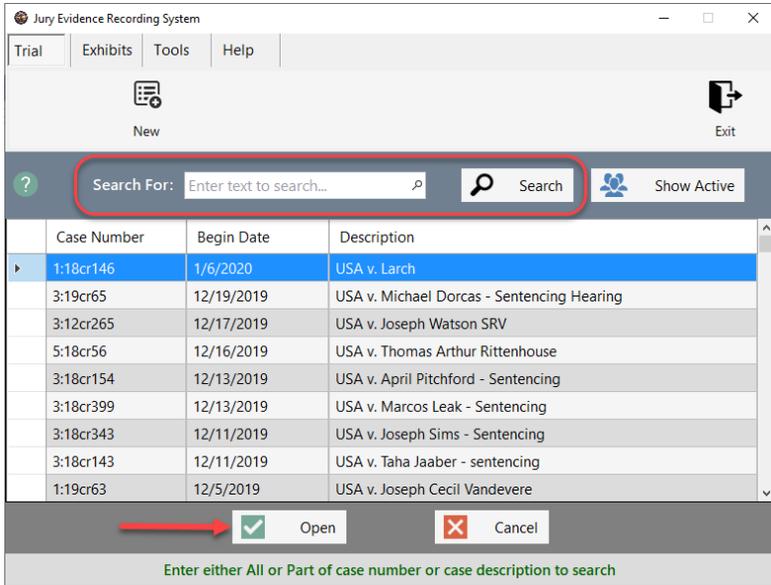
Delete current trial (option may be unavailable)



Exit the JERS program



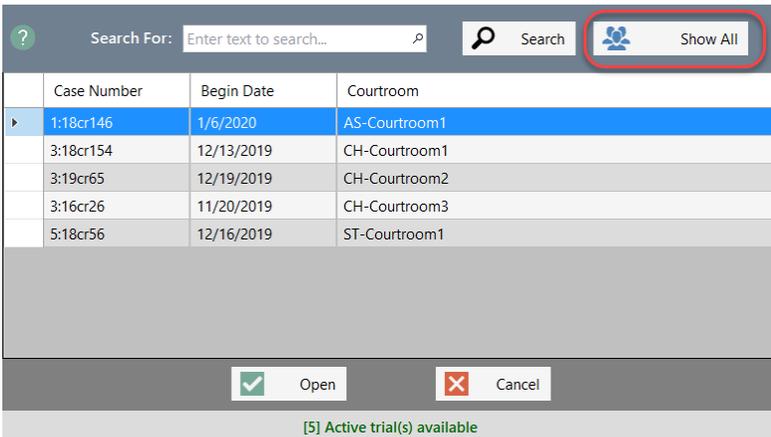
Trials: Searching



Enter *All* or *Part* of the trial case number or case description and click **Search** button or press Enter 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 to the Trial screen.

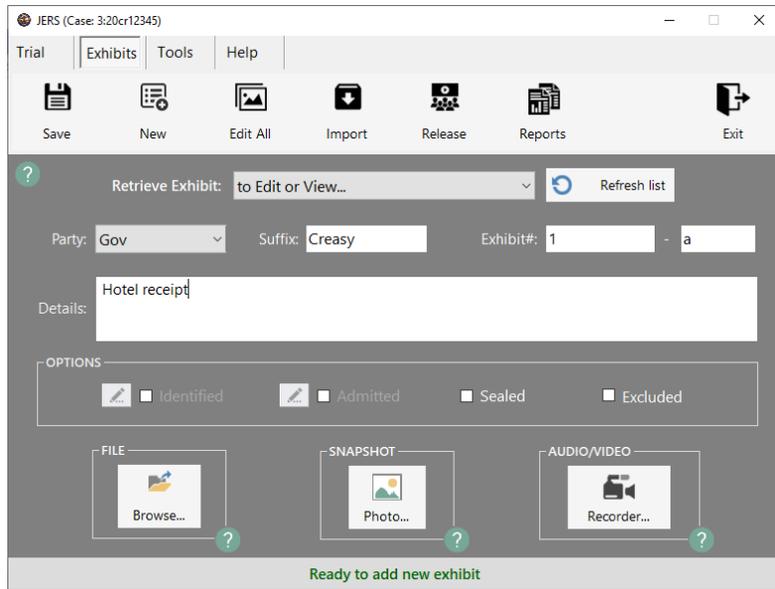


Click **Show Active** button to retrieve all trials currently assigned to a courtroom location. Click **Show All** button to return to displaying all trials.

NOTE: Some courts may restrict access to *active* trials to its assigned courtroom location. If enabled, this restriction will only allow the trial and its exhibits be opened while in that courtroom location.



Exhibits: Creating and Updating



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 to group exhibits by defendant.

Exhibit#:

The exhibit number is a **REQUIRED** alphanumeric entry. Some courts may restrict this value to numeric only. Optional alphanumeric subpart of exhibit number is **REQUIRED** if the exhibit number is not provided.

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](#).

Excluded:

Optional setting to mark exhibit as excluded, which prevents it from being released to a jury (this option may be unavailable).

NOTE: The Party, and either the Exhibit Number or Exhibit Subpart, is the only information that must be entered in order to save a new exhibit. All other details may be entered later.

NOTE: The Identified and Admitted check boxes are only active 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 (some courts may disable this edit option).

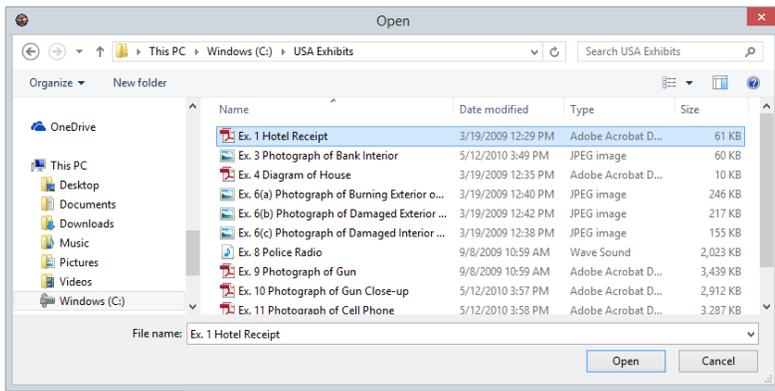


Exhibits: File Capturing



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.

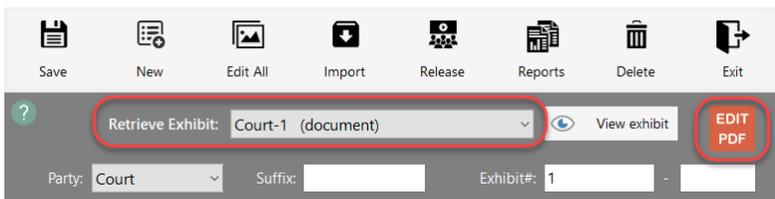
See [Appendix A](#) for a listing of all permitted file types.



Select the drive containing the exhibit files, and after selecting desired file, click the **Open** button or double-click 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.

(CONTINUED NEXT PAGE...)



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



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



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.

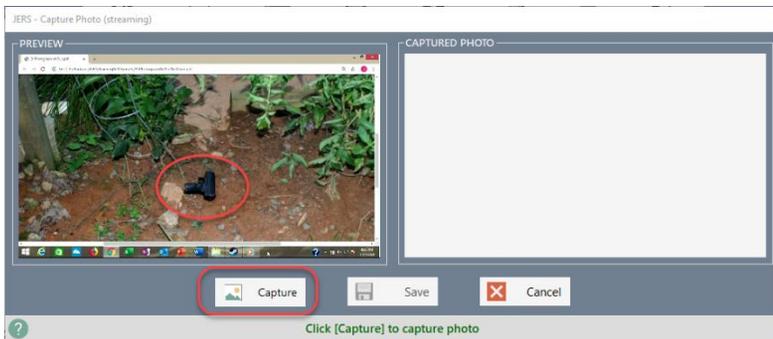


Exhibits: Photo Capturing

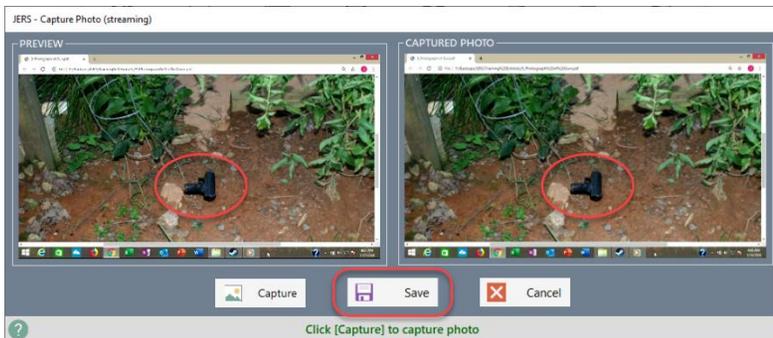


NOTE: There are two methods a court can use to capture photos. If the screens shown here are not similar to what you are seeing, please go to the [next page for instructions](#).

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



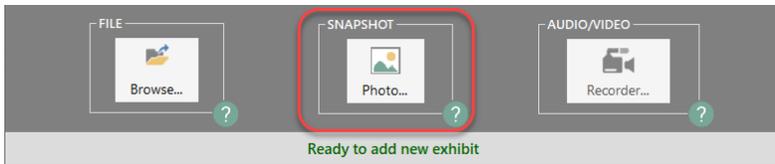
Click the **Capture** button to obtain a snapshot of the evidence currently being broadcasted on the courtroom presentation system. This step can be performed multiple times in order to obtain the best image.



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

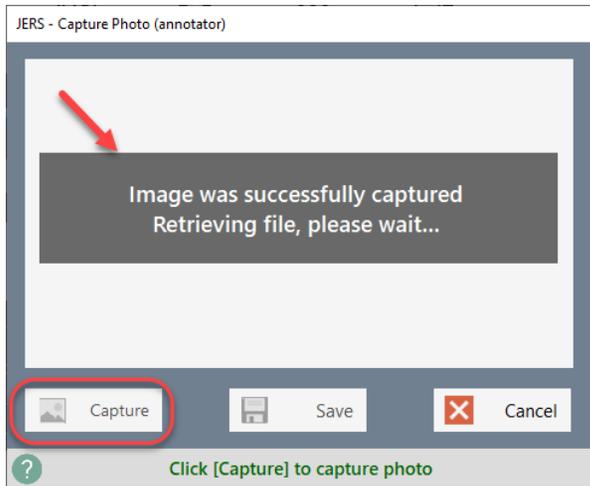
NOTE: This feature may be used to capture annotated exhibits.

(CONTINUED NEXT PAGE...)

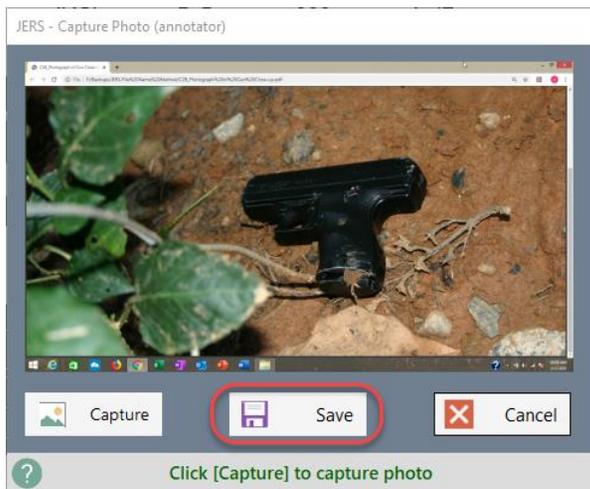


Alternate Photo Capturing Method:

If your court is using the **annotator device** to capture evidence being presented on the courtroom presentation system, the screens will slightly differ in appearance. Click the **Photo** button to capture the currently projected image.



Click the **Capture** button to obtain a snapshot of the evidence currently being broadcasted on the courtroom presentation system. A status window will appear while obtaining the image from the annotator. This process may take several seconds to complete. Once completed, this step can be performed multiple times in order to obtain the best image.

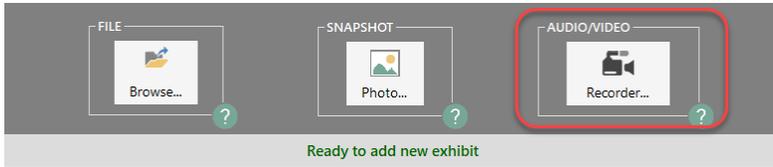


Once satisfied with the captured photo, click the **Save** button to add as an exhibit.

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



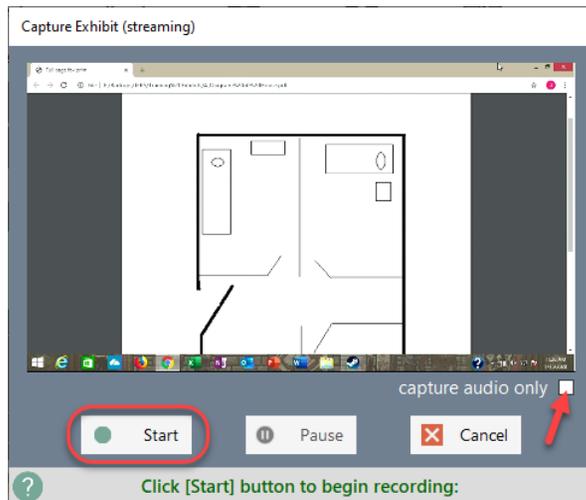
Exhibits: Audio/Video Capturing



NOTE: There are two methods a court can use to capture audio and video. If the screens shown here do not represent what you are seeing, proceed to the [next page for instructions](#).

NOTE: If your court is capturing evidence from the annotator device only, this recording option will be unavailable.

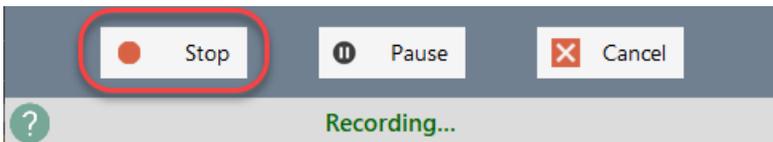
Exhibits can be created by recording audio and/or video being presented on the courtroom presentation system. Click the **Recorder** button to display the exhibit capturing screen.



Click the **Start** button to begin the recording process. All other JERS functions will be unavailable while this recording is in process.

If you wish to exclude the video and only include the audio portion of the evidence, click the **capture audio only** checkbox before starting. This cannot be changed once recording begins.

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 beneficial to start the capturing process 2-3 seconds prior. In addition, use of the *Pause/Resume* option while recording may cause a small delay when saving the exhibit.



Alternate Recording Method:

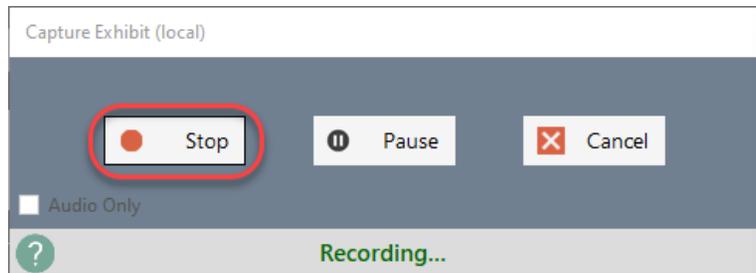
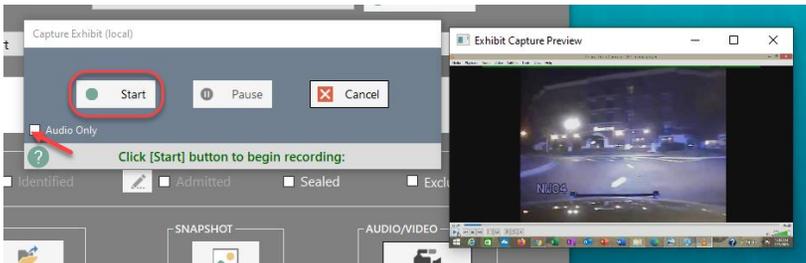
Click the **Start** button to begin the recording process. All other JERS functions will be unavailable while this recording is in process.

If you wish to exclude the video and only include the audio portion of the evidence, click the **audio only** checkbox before starting. This cannot be changed once recording begins.

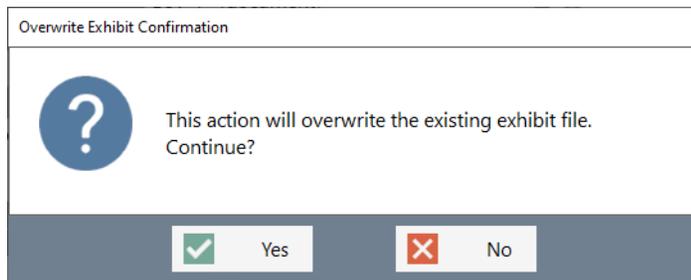
If needed, click the **Pause** button to temporarily stop the capturing process. Press the **Resume** button to return to capturing the exhibit. This option can be used multiple times.

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

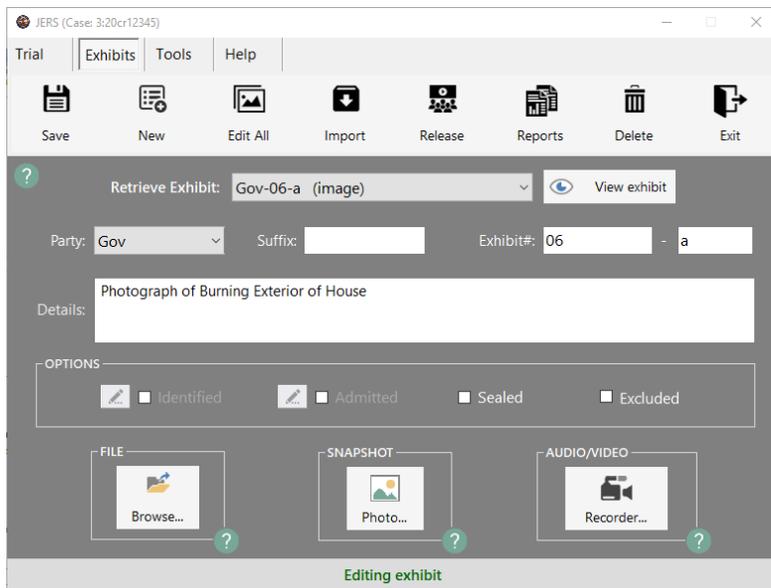
NOTE: There may be a slight delay after initially clicking the **Start** button before the capturing process begins. It may be beneficial to start the capturing process 2-3 seconds prior. In addition, use of the *Pause/Resume* option while recording may cause a small delay when saving the exhibit.



Exhibits: Additional Notes



If an existing exhibit is being edited and one of the three capture methods are selected, this confirmation will appear to verify that the exhibit file should be overwritten.



Save changes to current exhibit



Clear screen to enter a new exhibit



Edit or Delete [multiple exhibits](#)



Import exhibits using [Batch Import method](#)



[Release exhibits](#) to a jury



Create and print [exhibit log reports](#)



Delete current exhibit



Exit the JERS program

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.



Viewing Exhibits: Documents



Go to first page of the document



Go to previous page of document



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



Zoom out document, decreasing text size



Rotate page 90 degrees in a clockwise direction



Send document to printer



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. The local court determines the initial zoom setting:

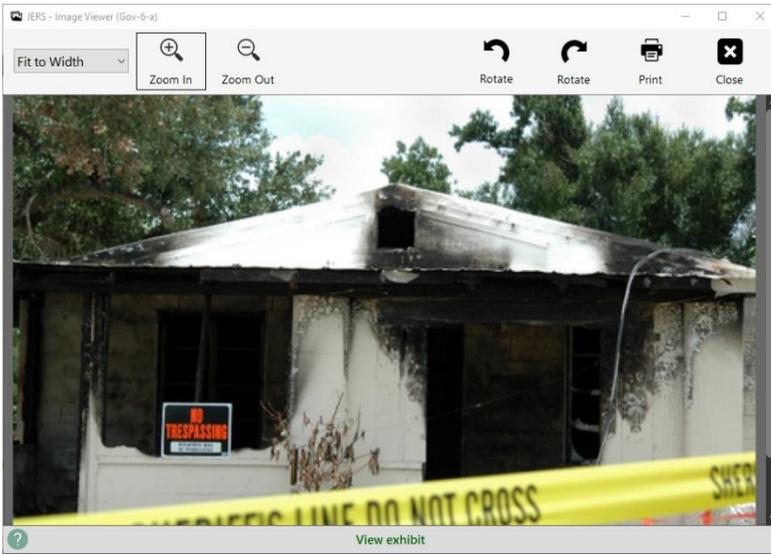
Fit to Width: set left/right margins of page to the current width of screen.

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



NOTE: The default zoom mode can be set using the dropdown list located at top left corner of the screen. The local court determines the initial zoom setting:

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.



Zoom in image, increasing size of image



Zoom out image, decreasing size of image



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



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



Rotate image 90 degrees in a counterclockwise direction



Rotate image 90 degrees in a clockwise direction



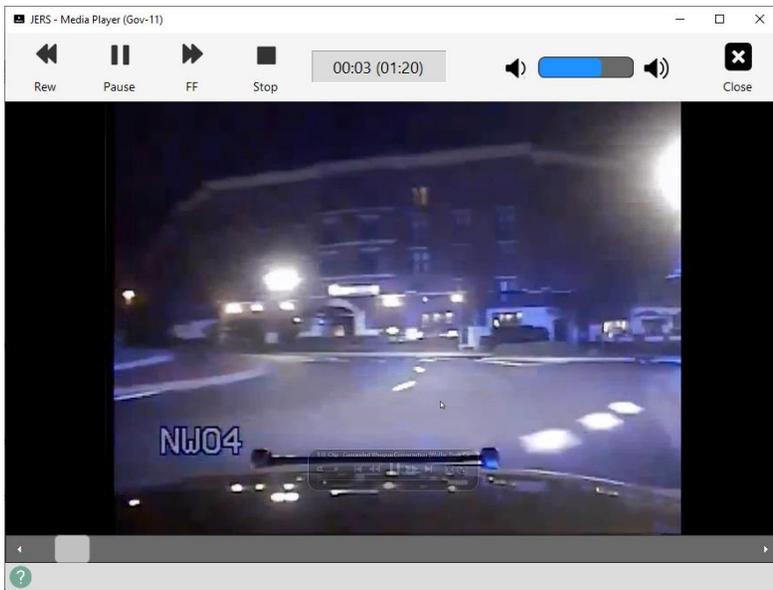
Send image to printer



Close the image viewer screen



Viewing Exhibits: Audio/Video



NOTE: The bottom scroll bar can be used to rewind or fast forward a recording.



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)



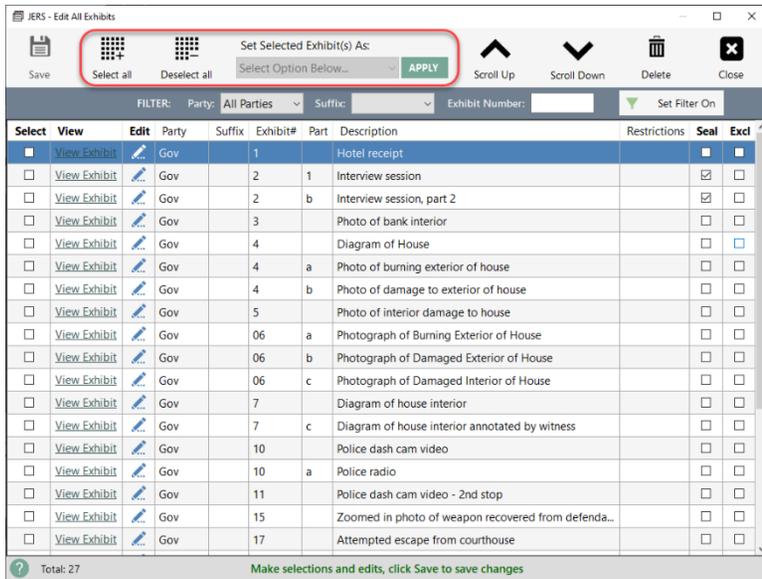
Increase audio level (if audio recording)



Close the media player screen



Edit All Exhibits: Updating



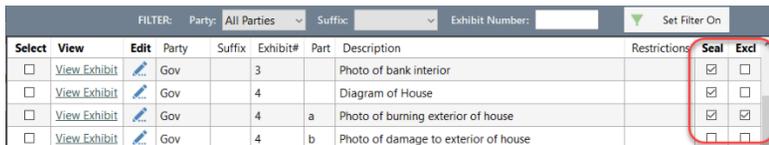
Several properties of exhibits can be edited in a single update. In addition, multiple exhibits can be selected and deleted in a single transaction.

Click the checkbox located in the "Select" column to select/deselect exhibits to update or delete. You may also click the **Select all** or **Deselect all** buttons if acting on all exhibits at one time.

- The **Set Selected Exhibit(s) As** list provides several options including:
 - Identified / Not Identified:** toggles exhibits as being identified in trial (only available if option [is enabled for trial](#))
 - Admitted / Not Admitted:** toggles exhibits as being admitted in trial (only available if option [is enabled for trial](#))
 - Excluded / Not Excluded:** toggles [exhibits as being excluded](#) in trial (this option may be unavailable)
 - Sealed / Not Sealed:** toggles [exhibits as being sealed](#) in trial

Click **Apply** button to apply changes to selected exhibits.

NOTE: Changes are not applied to the exhibits until the **Save** button is clicked.



Marking exhibits as sealed or excluded can be accomplished by clicking the checkboxes in the *Seal* and *Excl* columns (these are the only columns that can be directly updated). Excluded option may not be available.

(CONTINUED NEXT PAGE...)



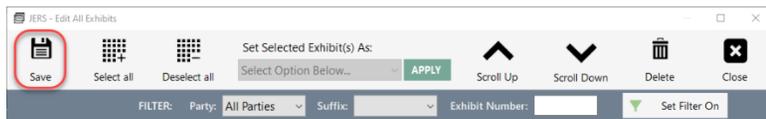
Edit All Exhibits: Updating - continued

Click the exhibit's edit icon  to update the details of the exhibit.

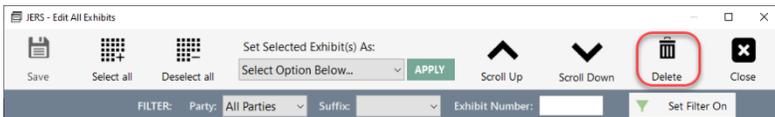
Exhibit No or **Exhibit Part** is **REQUIRED**. Some courts may restrict this value to numeric only.

If the Identified/Admitted option is [enabled on the trial screen](#), the date and time the exhibit was identified and/or admitted can be set.

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



Click **Save** button to save all pending changes to exhibits.



Click **Delete** button to delete currently selected exhibits. This action will immediately remove the exhibits and cannot be undone.

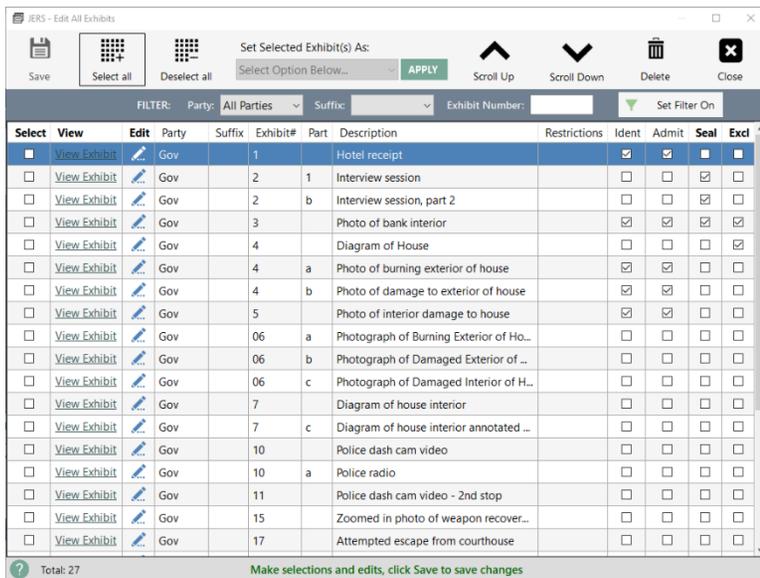
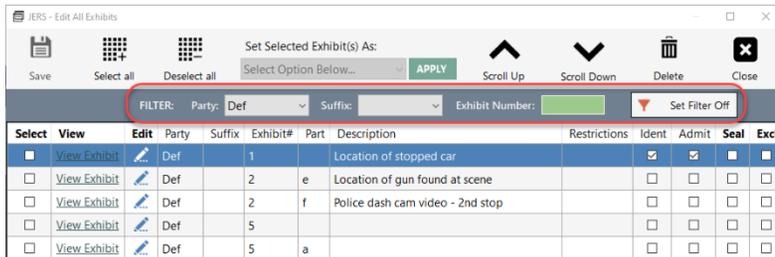


Edit All Exhibits: Additional Notes

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



Save all modifications made to exhibits



Select all exhibits for editing



Deselect exhibits for editing



Scroll up list of exhibits



Scroll down list of exhibits



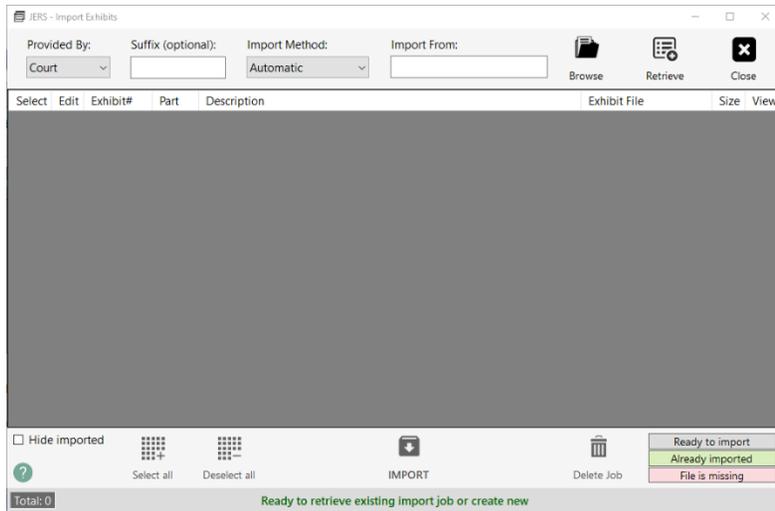
Delete selected exhibits from trial



Close the Edit All Exhibits screen



Batch Import: Import Methods



NOTE: To designate an exhibit part for import, a separator should be used between the exhibit number and the exhibit part to increase accuracy of detection. Allowed separators include: "()", "{ }", "[]", ".", ":", ";", "-"

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

Multiple exhibits can be imported into JERS using a batch import process. This process requires counsel provide exhibit files in a compatible format on a DVD or external USB drive. There are multiple methods available.

File Name Method – With this method, 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:

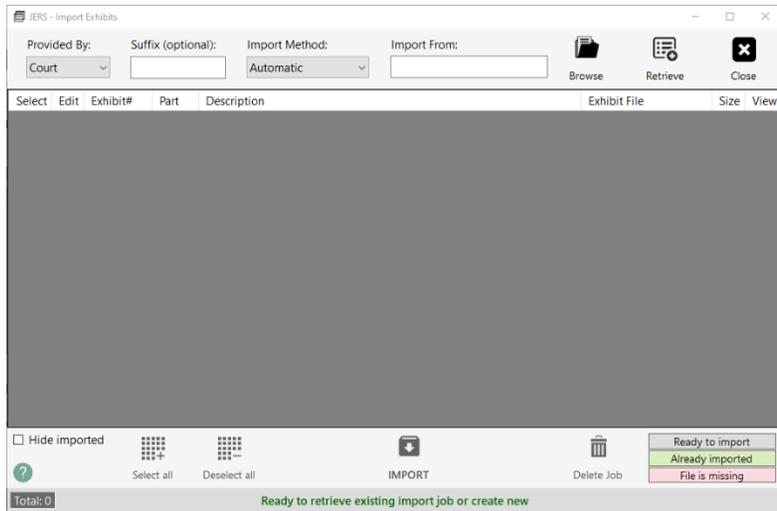
[exhibit number]-[exhibit part] | [exhibit description] | [file name]

Example contents of an *Exhibits.txt* file is provided in [Appendix B](#).

(CONTINUED NEXT PAGE...)



Batch Import: Import Methods - continued



No File Method – This method is like the “Index File Method” where a text file named *Exhibits.txt* is provided that contains details of each exhibit but does not include the file name of the exhibit. This information can be imported into JERS before the exhibit files are entered. The exhibit files are added later using one of the methods available on the [Exhibits Screen](#).

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:

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

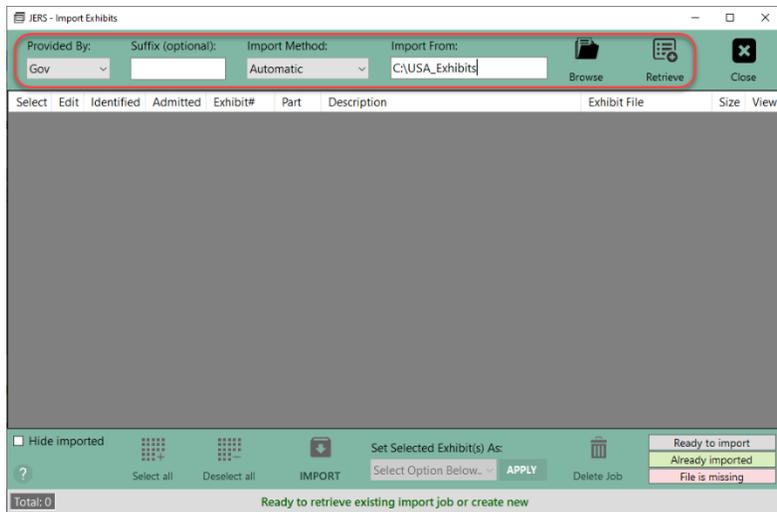
Example content of the Exhibits.txt file:

1a | Photograph of inside building
8(b) | Camera footage of robbery
12 | Police camera footage

NOTE: If no 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



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, exhibits provided by “Gov” 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

Select	Edit	Exhibit#	Part	Description	Exhibit File	Size	View
<input type="checkbox"/>		1		Hotel Receipt	Ex. 1 Hotel Receipt.pdf	61 KB	View Exhibit
<input type="checkbox"/>		2		** UNABLE TO LOCATE THIS EXHIBIT FILE **	Ex. 2 Photo of Robber...		View Exhibit
<input type="checkbox"/>		3		Photograph of Bank Interior	Ex. 3 Photograph of B...	59 KB	View Exhibit
<input checked="" type="checkbox"/>		4		Diagram of House	Ex. 4 Diagram of Hous...	10 KB	View Exhibit
<input checked="" type="checkbox"/>		06	a	Photograph of Burning Exterior of House	Ex. 6(a) Photograph of...	245 KB	View Exhibit
<input checked="" type="checkbox"/>		06	b	Photograph of Damaged Exterior of House	Ex. 6(b) Photograph of...	217 KB	View Exhibit
<input checked="" type="checkbox"/>		06	c	Photograph of Damaged Interior of House	Ex. 6(c) Photograph of...	154 KB	View Exhibit
<input checked="" type="checkbox"/>		8		Police Radio	Ex. 8 Police Radio.wav	2 MB	View Exhibit
<input type="checkbox"/>		9		Photograph of Gun	Ex. 9 Photograph of G...	3 MB	View Exhibit
<input type="checkbox"/>		12		Crime Lab Report	Ex. 12 Crime Lab Repo...	53 KB	View Exhibit
<input type="checkbox"/>		13		Miranda Form	Ex. 13 Miranda Form.p...	71 KB	View Exhibit
<input type="checkbox"/>		A	2	Photograph of Cell Phone	Ex. 11 Photograph of ...	3 MB	View Exhibit
<input type="checkbox"/>		A	1	Photograph of Gun Close-up	Ex. 10 Photograph of ...	3 MB	View Exhibit

Click the checkbox located in the “Select” 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 if needed.

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 or **Exhibit Part** is **REQUIRED**. 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.

(CONTINUED NEXT PAGE...)



Batch Import: Preparing for Import - continued

The screenshot shows the 'JERS - Import Exhibits' window. At the top, there are fields for 'Provided By:' (Gov), 'Suffix (optional):', 'Import Method:' (Indexed File), and 'Import From:'. Below these are 'Browse', 'Retrieve', and 'Close' buttons. The main area is a table with columns: Select, Edit, Identified, Admitted, Exhibit#, Part, Description, Exhibit File, Size, and View. The table contains 13 rows of exhibit data. At the bottom, there is a control bar with 'Hide imported' (checked), 'Select all', 'Deselect all', 'IMPORT', 'Set Selected Exhibit(s) As:' (with a dropdown menu), 'Delete Job', and 'Ready to import' (Ready to import, Already imported, File is missing). A 'Total: 13' indicator is at the bottom left.

Select	Edit	Identified	Admitted	Exhibit#	Part	Description	Exhibit File	Size	View
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	1		Hotel Receipt	Ex. 1 Hotel Receipt.pdf	61 KB	View Exhibit
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	2		** UNABLE TO LOCATE THIS EXHIBIT FL...	Ex. 2 Photo of Robber...		View Exhibit
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	3		Photograph of Bank Interior	Ex. 3 Photograph of B...	59 KB	View Exhibit
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	4		Diagram of House	Ex. 4 Diagram of Hous...	10 KB	View Exhibit
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	06	a	Photograph of Burning Exterior of Hou...	Ex. 6(a) Photograph of...	245 KB	View Exhibit
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	06	b	Photograph of Damaged Exterior of H...	Ex. 6(b) Photograph of...	217 KB	View Exhibit
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	06	c	Photograph of Damaged Interior of H...	Ex. 6(c) Photograph of...	154 KB	View Exhibit
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	8		Police Radio	Ex. 8 Police Radio.wav	2 MB	View Exhibit
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	9		Photograph of Gun	Ex. 9 Photograph of G...	3 MB	View Exhibit
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	12		Crime Lab Report	Ex. 12 Crime Lab Repo...	53 KB	View Exhibit
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	13		Miranda Form	Ex. 13 Miranda Form.p...	71 KB	View Exhibit
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	A	2	Photograph of Cell Phone	Ex. 11 Photograph of ...	3 MB	View Exhibit
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	A	1	Photograph of Gun Close-up	Ex. 10 Photograph of ...	3 MB	View Exhibit

If the Identified/Admitted option is [enabled on the trial screen](#), additional options will be available. Applying these options after selecting exhibits in the list will cause the exhibits to be marked as identified and/or admitted when they are added to the current trial.

The **Set Selected Exhibit(s) As** list provides the following:

Identified / Not Identified: toggles exhibits as being identified in trial (only available if option)

Admitted / Not Admitted: toggles exhibits as being admitted in trial

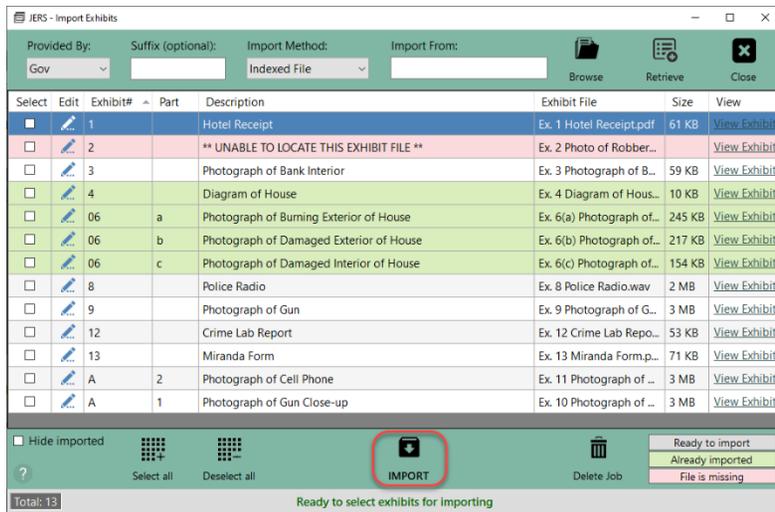
Hide Imported option toggles the visibility of exhibits already imported into the current trial.

This close-up shows the bottom control bar. It includes 'Hide imported' (checked), 'Select all', 'Deselect all', 'IMPORT', 'Set Selected Exhibit(s) As:' (with a dropdown menu), 'Delete Job' (highlighted with a red circle), and 'Ready to import' (Ready to import, Already imported, File is missing). A 'Total: 13' indicator is at the bottom left.

If mistakes were made such as selecting the wrong *Provided By* value, etc. and the batch job needs to be removed and/or recreated, click the **Delete** button. This will not affect any exhibits that have already been imported into the current trial. Those exhibits will remain.



Batch Import: Adding to Trial



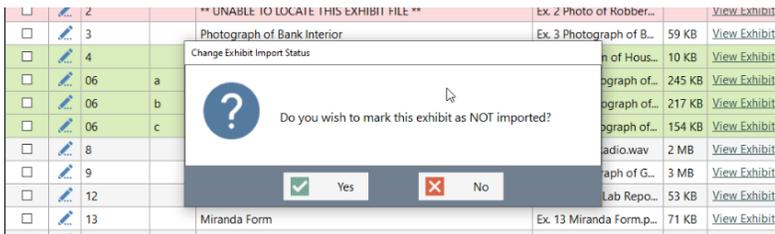
Click the **Import** button to add the selected exhibits to the current trial. The success and failure status of the import process will be indicated by color coding each exhibit.

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

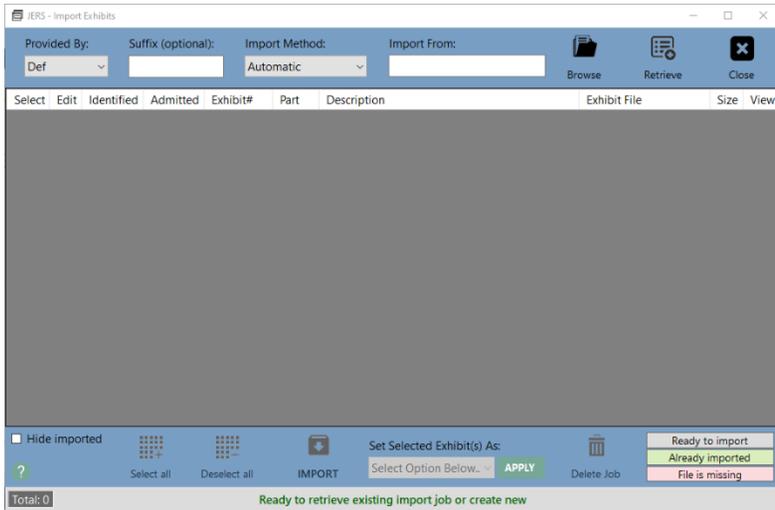


To unmark an exhibit that has already been imported into the trial, right click or double-click the checkbox located in the "Select" column and click the **Yes** button when prompted. This will allow the exhibit to be imported into the current trial. This may be useful if an exhibit was accidentally deleted from the trial later 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



Release Exhibits: Preparing for Release

Release	Edit	Party	Suffix	Exhibit#	Part	Description	Restrictions	View
<input checked="" type="checkbox"/>		Gov		1		Hotel receipt		View Exhibit
<input checked="" type="checkbox"/>		Gov		2	1	Interview session		View Exhibit
<input checked="" type="checkbox"/>		Gov		2	b	Interview session, part 2		View Exhibit
<input checked="" type="checkbox"/>		Gov		4	a	Photo of burning exterior of house		View Exhibit
<input checked="" type="checkbox"/>		Gov		4	b	Photo of damage to exterior of house		View Exhibit
<input checked="" type="checkbox"/>		Gov		5		Photo of interior damage to house		View Exhibit
<input type="checkbox"/>		Gov		06	a	Photograph of Burning Exterior of House		View Exhibit
<input type="checkbox"/>		Gov		06	b	Photograph of Damaged Exterior of House		View Exhibit
<input type="checkbox"/>		Gov		06	c	Photograph of Damaged Interior of House		View Exhibit
<input checked="" type="checkbox"/>		Gov		7		Diagram of house interior		View Exhibit
<input checked="" type="checkbox"/>		Gov		7	c	Diagram of house interior annotated by witness		View Exhibit
<input checked="" type="checkbox"/>		Gov		10		Police dash cam video		View Exhibit
<input checked="" type="checkbox"/>		Gov		10	a	Police radio		View Exhibit
<input checked="" type="checkbox"/>		Gov		11		Police dash cam video - 2nd stop		View Exhibit
<input checked="" type="checkbox"/>		Gov		15		Zoomed in photo of weapon recovered from defendant		View Exhibit
<input checked="" type="checkbox"/>		Gov		17		Attempted escape from courthouse		View Exhibit
<input type="checkbox"/>		Gov		17	a	Attempted escape from courthouse part 2		View Exhibit
<input checked="" type="checkbox"/>		Def		1		Location of stopped car		View Exhibit

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 provided to the jury will include the media type such as “PDF document” or “Image File” only.

The optional **Show excluded exhibits** toggles visibility of [exhibits marked as excluded](#) in trial. Excluded exhibits cannot be released to a jury (this option may be unavailable).

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

JERS - Edit Exhibit

Party: Gov

Suffix:

Exhibit No: 6

Exhibit Part: b

Restrictions:

Details: Photograph of Damaged Exterior of House

Accept Cancel

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

Exhibit No or **Exhibit Part** is **REQUIRED**. Some courts may restrict this value to numeric only.

(CONTINUED NEXT PAGE...)



Release Exhibits: Releasing to Jury

JERS - Edit Exhibit

Party: Gov

Suffix:

Exhibit No: 6

Exhibit Part: b

Restrictions:

Details: Photograph of Damaged Exterior of House

Accept Cancel

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.

JERS - Release to Jury

Save/Release Select all Deselect all Exhibit descriptions viewable Show excluded exhibits Scroll Up Scroll Down Reports Close

FILTER: Party: All Parties Suffix: Exhibit Number: Set Filter On

Release	Edit	Party	Suffix	Exhibit#	Part	Description	Restrictions	View
<input checked="" type="checkbox"/>		Gov		1		Hotel receipt		View Exhibit
<input checked="" type="checkbox"/>		Gov		2	1	Interview session		View Exhibit
<input checked="" type="checkbox"/>		Gov		2	b	Interview session, part 2		View Exhibit
<input checked="" type="checkbox"/>		Gov		4	a	Photo of burning exterior of house		View Exhibit
<input checked="" type="checkbox"/>		Gov		4	b	Photo of damage to exterior of house		View Exhibit
<input checked="" type="checkbox"/>		Gov		5		Photo of interior damage to house		View Exhibit
<input checked="" type="checkbox"/>		Gov		06	a	Photograph of Burning Exterior of House		View Exhibit
<input checked="" type="checkbox"/>		Gov		6	b	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		7		Diagram of house interior		View Exhibit
<input checked="" type="checkbox"/>		Gov		7	c	Diagram of house interior annotated by witness		View Exhibit
<input checked="" type="checkbox"/>		Gov		10		Police dash cam video		View Exhibit
<input checked="" type="checkbox"/>		Gov		10	a	Police radio		View Exhibit
<input checked="" type="checkbox"/>		Gov		11		Police dash cam video - 2nd stop		View Exhibit
<input checked="" type="checkbox"/>		Gov		15		Zoomed in photo of weapon recovered from defendant		View Exhibit
<input checked="" type="checkbox"/>		Gov		17		Attempted escape from courthouse		View Exhibit
<input checked="" type="checkbox"/>		Gov		17	a	Attempted escape from courthouse part 2		View Exhibit
<input checked="" type="checkbox"/>		Def		1		Location of stopped car		View Exhibit

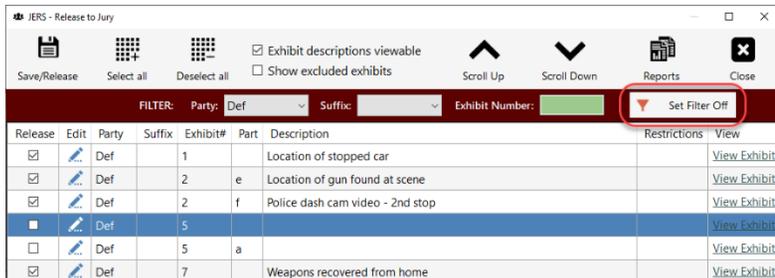
Total: 25 Exhibits were successfully updated and/or released!

Click the **Save/Release** button to save any modifications made and to release/unrelease exhibits to the jury. Released exhibits will be available to the jurors immediately after saving.

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.



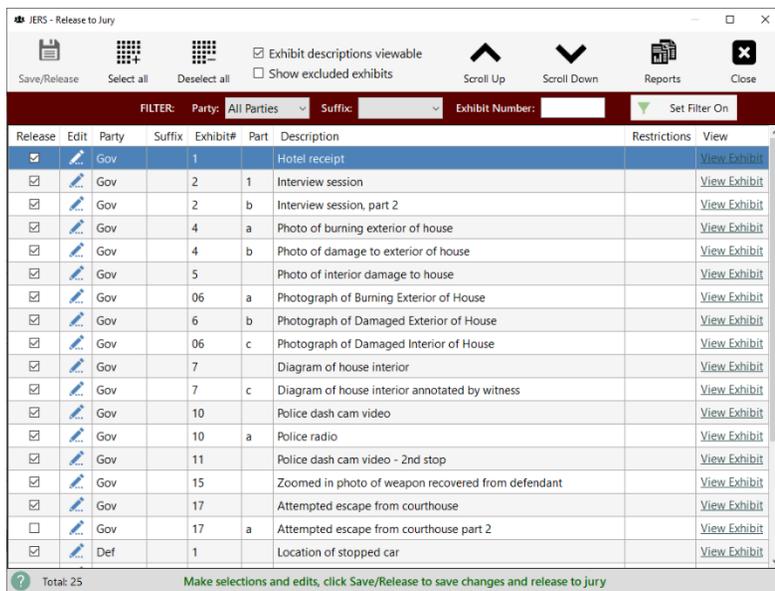
Release Exhibits: Additional Notes



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



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



Scroll up list of exhibits



Scroll down list of exhibits



Print exhibit log reports

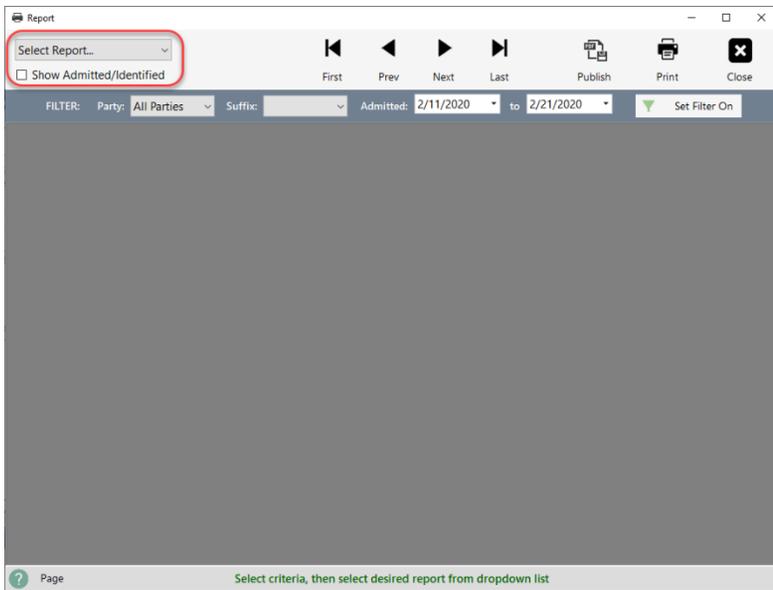


Close the batch Import screen

NOTE: All saved changes are immediately reflected in the JERS jury room 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

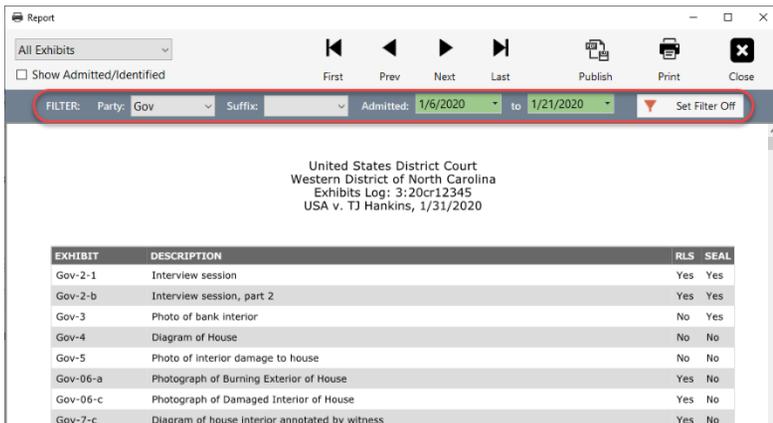
All Exhibits (public): report includes all exhibits except sealed, and hides RLS and SEALED columns.

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.



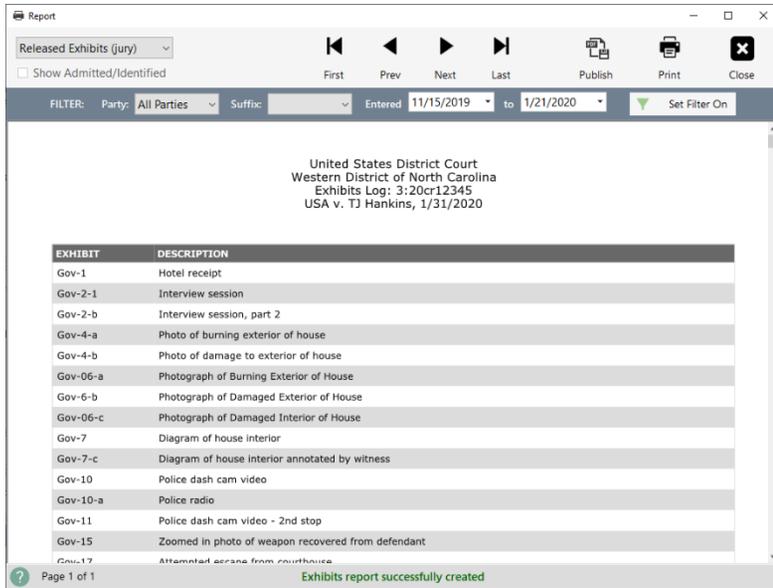
All reports can be filtered on *Party*, *Suffix*, and *Date Entered Range*. This feature may be useful in locating a set of exhibits when dealing with several entries.

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

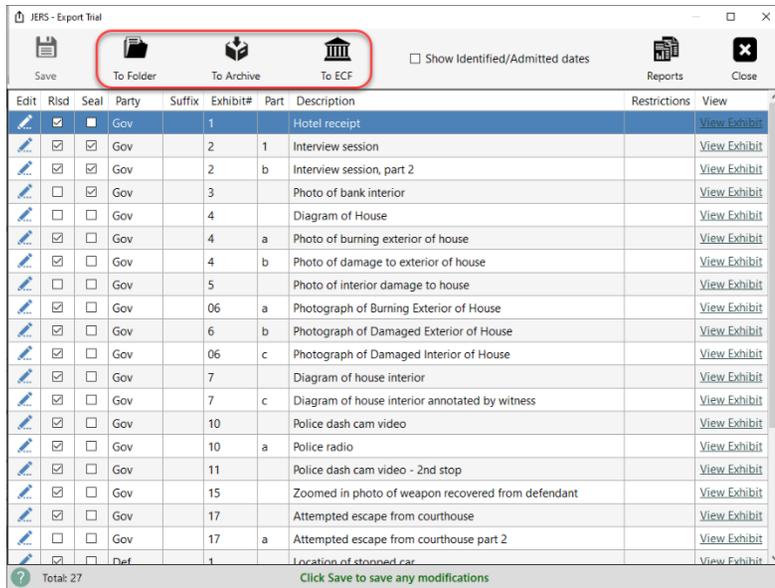


Close the reports screen

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



The screenshot shows the 'JERS - Export Trial' window. At the top, there are buttons for 'Save', 'To Folder', 'To Archive', and 'To ECF'. The 'To Folder', 'To Archive', and 'To ECF' buttons are highlighted with a red box. Below the buttons is a table with columns: Edit, Rlsd, Seal, Party, Suffix, Exhibit#, Part, Description, Restrictions, and View. The table contains 27 rows of exhibit data. At the bottom of the window, it says 'Total: 27' and 'Click Save to save any modifications'.

Edit	Rlsd	Seal	Party	Suffix	Exhibit#	Part	Description	Restrictions	View
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gov		1		Hotel receipt		View Exhibit
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gov		2	1	Interview session		View Exhibit
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gov		2	b	Interview session, part 2		View Exhibit
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gov		3		Photo of bank interior		View Exhibit
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		4		Diagram of House		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		4	a	Photo of burning exterior of house		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		4	b	Photo of damage to exterior of house		View Exhibit
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		5		Photo of interior damage to house		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		06	a	Photograph of Burning Exterior of House		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		6	b	Photograph of Damaged Exterior of House		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		06	c	Photograph of Damaged Interior of House		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		7		Diagram of house interior		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		7	c	Diagram of house interior annotated by witness		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		10		Police dash cam video		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		10	a	Police radio		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		11		Police dash cam video - 2nd stop		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		15		Zoomed in photo of weapon recovered from defendant		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		17		Attempted escape from courthouse		View Exhibit
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		17	a	Attempted escape from courthouse part 2		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Def		1		Location of stopped car		View Exhibit

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

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 as many times as needed as it does not remove the trial from the JERS system.

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. The availability of this option is determined by each court.

To ECF – This export method marks the current trial as being ready to be exported to ECF. The availability of this option is determined by each court. In addition, this option can be repeated if errors occur with the export process as it does not remove the trials from the JERS system.

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



Export Exhibits: Preparing for Export

Edit	Rlsd	Seal	Party	Suffix	Exhibit#	Part	Description	Restriction	View
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gov		1		Hotel receipt		View Exhibit
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gov		2	1	Interview session		View Exhibit
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gov		2	b	Interview session, part 2		View Exhibit
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Gov		3		Photo of bank interior		View Exhibit
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		4		Diagram of House		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		4	a	Photo of burning exterior of house		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		4	b	Photo of damage to exterior of house		View Exhibit
	<input type="checkbox"/>	<input type="checkbox"/>	Gov		5		Photo of interior damage to house		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		06	a	Photograph of Burning Exterior of House		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		6	b	Photograph of Damaged Exterior of House		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		06	c	Photograph of Damaged Interior of House		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		7		Diagram of house interior		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		7	c	Diagram of house interior annotated by witness		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		10		Police dash cam video		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		10	a	Police radio		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		11		Police dash cam video - 2nd stop		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		15		Zoomed in photo of weapon recovered from defendant		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		17		Attempted escape from courthouse		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		17	a	Attempted escape from courthouse part 2		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Def		1		Location of stopped car		View Exhibit

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.

The box located in the “Seal” column will be checked if the exhibit was sealed during the trial. This value can be updated if necessary, by clicking the checkbox.

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

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

Exhibit No or **Exhibit Part** 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: Preparing for Export – continued

The screenshot shows the JERS - Export Trial interface. The 'Show Identified/Admitted dates' checkbox is checked and highlighted with a red circle. Below the toolbar is a table with the following data:

Edit	Risd	Seal	Identified	Admitted	Party	Suffix	Exhibit#	Part	Description	Restrictions	View
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/2/2016 10:41 AM	1/1/2020 10:41 AM	Gov		1		Hotel receipt		View Exhibit
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/21/2020 11:41 AM	1/21/2020 11:41 AM	Gov		2	1	Interview session		View Exhibit
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1/21/2020 11:41 AM	1/21/2020 11:41 AM	Gov		2	b	Interview session, par...		View Exhibit
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	8/2/2016 10:41 AM	1/14/2020 10:41 AM	Gov		3		Photo of bank interior		View Exhibit
	<input type="checkbox"/>	<input type="checkbox"/>	1/21/2020 11:41 AM	1/21/2020 11:41 AM	Gov		4		Diagram of House		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/2/2016 10:41 AM	8/2/2016 10:41 AM	Gov		4	a	Photo of burning ext...		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/2/2016 10:41 AM	8/2/2016 10:41 AM	Gov		4	b	Photo of damage to ...		View Exhibit
	<input type="checkbox"/>	<input type="checkbox"/>	8/2/2016 10:41 AM	1/9/2020 10:41 AM	Gov		5		Photo of interior dam...		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/21/2020 11:41 AM	1/21/2020 11:41 AM	Gov		06	a	Photograph of Burnin...		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/21/2020 11:42 AM	1/21/2020 11:42 AM	Gov		06	c	Photograph of Dama...		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1/2/2020 11:42 AM	1/13/2020 3:42 PM	Gov		7	c	Diagram of house int...		View Exhibit
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	8/1/2016 9:52 AM	8/2/2016 11:52 AM	Def		1		Location of stopped ...		View Exhibit

If the Identified/Admitted option was [enabled on the trial screen](#), the **Show Identified/Identified dates** option toggles the visibility of the date and time each exhibit was marked as identified and/or admitted. This may be useful in identifying exhibits that require editing before performing an export.

The screenshot shows the JERS - Export Trial interface. The 'Save' button is highlighted with a red circle. Below the toolbar is a table with the following data:

Edit	Risd	Seal	Party	Suffix	Exhibit#	Part	Description	Restrictions	View
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gov		1		Hotel receipt		View Exhibit
	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Gov		2	1	Interview session		View Exhibit

Click the **Save** button to commit all changes to exhibits. Perform this step prior to proceeding with the **Export to Folder**, **Export to Archive** or **Export to ECF** options.



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 admitted exhibits on Export and Exhibits Log

Drive Information

Total size Exhibits: 147 MB Export drive space: 303 GB

Start... Close

Enter export path and click Start to begin export process

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.

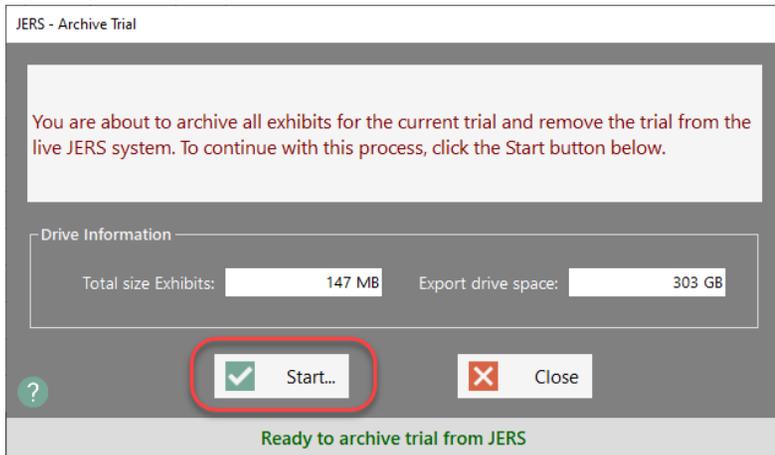
Courts may configure JERS to include an additional export to folder option that will provide access to exhibits by court personnel. If so, the **Export to path configured by the local court** option will be available. Selecting this option will populate the *Export to* path with a value predetermined 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 exhibits log

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



Export Exhibits: To Archive



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

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.



Export Exhibits – To ECF

Confirm Export To ECF

 Are you sure you wish to export this trial and its exhibits to ECF?

Yes No

If this option is enabled, the court will have an additional process in place to export trials and their exhibits from the JERS system to make available in ECF. Clicking **Yes** will mark the current trial as being ready to export and initiate that process.

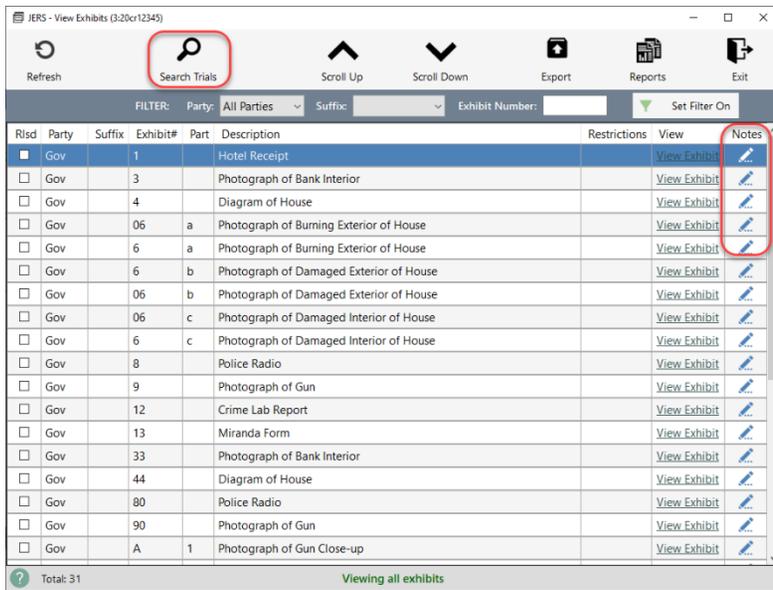
 Trial was successfully set to export to ECF! You may close or continue working in JERS

Continue...

If successful, click **Continue**. You may now continue to work in or exit the JERS program. If for any reason this process is not successful, you can try again.

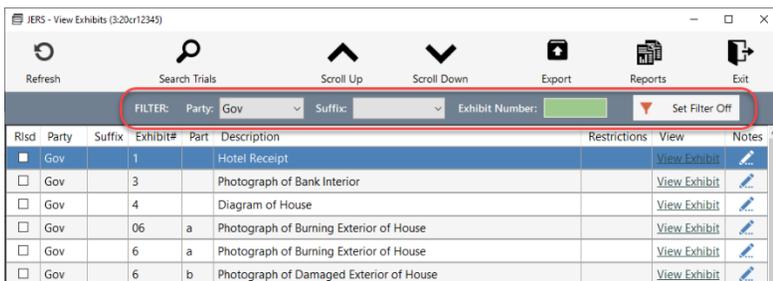


Exhibits View Only: Overview



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 is the private notes that can be added to exhibits. This feature must be enabled by the 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.



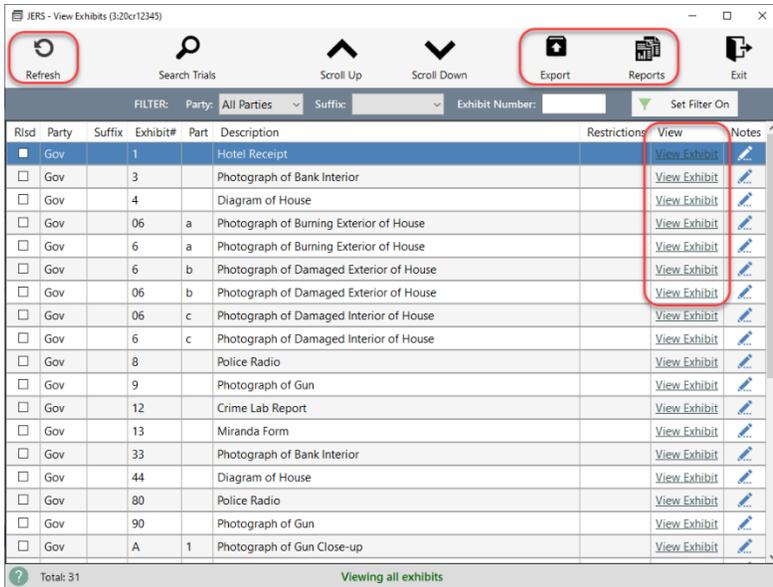
The list of exhibits can be filtered on *Party*, *Suffix*, and *Exhibit Number*. This feature may be useful in locating an exhibit or set of exhibits when dealing with multiple entries.

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

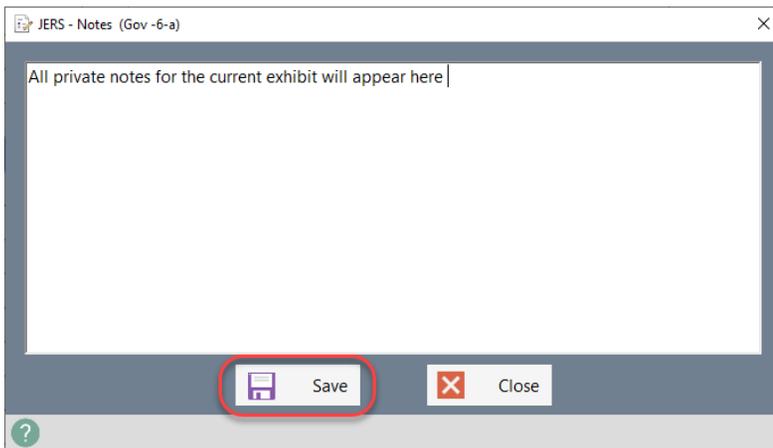


Click the **Refresh** button at any time to retrieve exhibits for the currently selected trial. For active trials, this would provide access to any newly added exhibits.

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.



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

Rlsd	Party	Suffix	Exhibit#	Part	Description	Restrictions	View	Notes
<input type="checkbox"/>	Gov		1		Hotel Receipt		View Exhibit	Notes
<input checked="" type="checkbox"/>	Gov		3		Photograph of Bank Interior		View Exhibit	Notes
<input type="checkbox"/>	Gov		4		Diagram of House		View Exhibit	Notes
<input type="checkbox"/>	Gov	06	a		Photograph of Burning Exterior of House		View Exhibit	Notes
<input type="checkbox"/>	Gov	6	a		Photograph of Burning Exterior of House		View Exhibit	Notes
<input type="checkbox"/>	Gov	6	b		Photograph of Damaged Exterior of House		View Exhibit	Notes
<input type="checkbox"/>	Gov	06	b		Photograph of Damaged Exterior of House		View Exhibit	Notes
<input type="checkbox"/>	Gov	06	c		Photograph of Damaged Interior of House		View Exhibit	Notes
<input type="checkbox"/>	Gov	6	c		Photograph of Damaged Interior of House		View Exhibit	Notes
<input type="checkbox"/>	Gov	8			Police Radio		View Exhibit	Notes
<input type="checkbox"/>	Gov	9			Photograph of Gun		View Exhibit	Notes
<input type="checkbox"/>	Gov	12			Crime Lab Report		View Exhibit	Notes
<input type="checkbox"/>	Gov	13			Miranda Form		View Exhibit	Notes
<input type="checkbox"/>	Gov	33			Photograph of Bank Interior		View Exhibit	Notes
<input type="checkbox"/>	Gov	44			Diagram of House		View Exhibit	Notes
<input type="checkbox"/>	Gov	80			Police Radio		View Exhibit	Notes
<input type="checkbox"/>	Gov	90			Photograph of Gun		View Exhibit	Notes
<input type="checkbox"/>	Gov	A	1		Photograph of Gun Close-up		View Exhibit	Notes



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

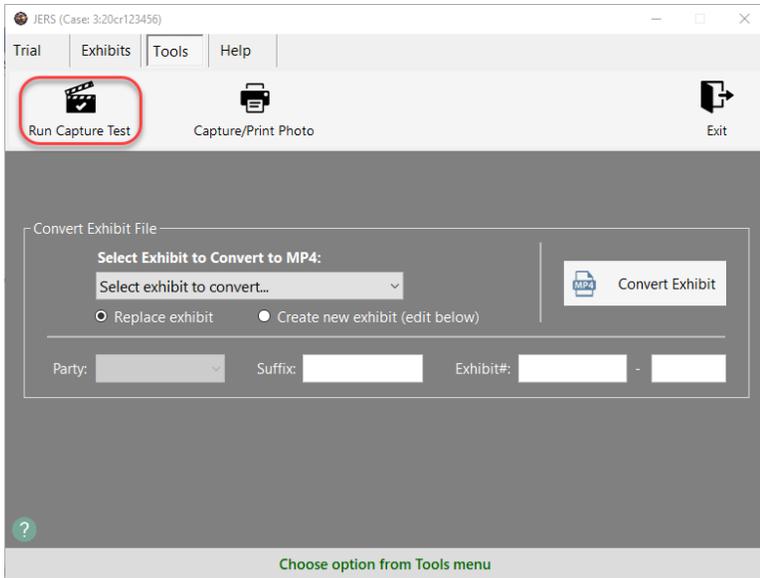


Exit and close the JERS program

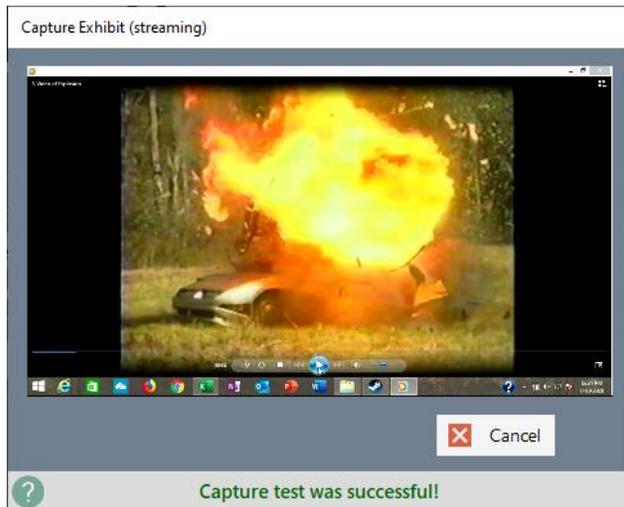
NOTE: If viewing an active trial, click the **Refresh** button to display latest changes.



Tools: 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 **Run Capture Test** button.

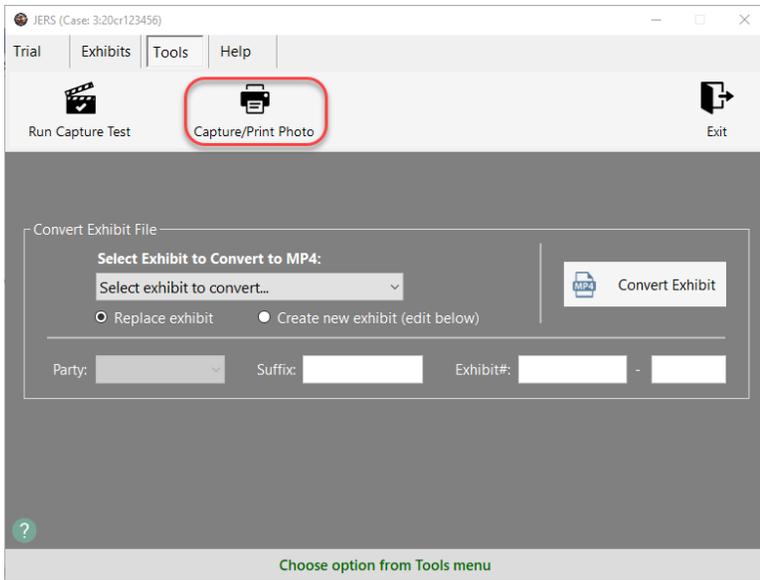


A successful test will display the evidence currently being displayed on the courtroom system.

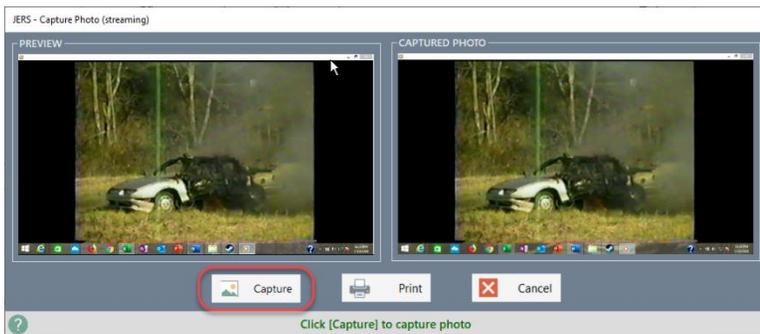
NOTE: If this test fails, verify the items below:

- 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 restarting the JERS application or the JERS computer. If issues remain, the recording device may need to be restarted.

Tools: Capture Image to Print



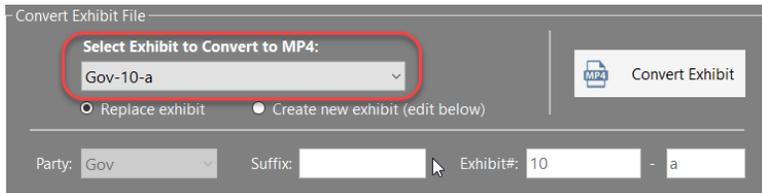
The **Capture/Print Photo** option allows you to print any evidence being presented on the courtroom presentation system. Click this button to begin the process.



The evidence being presented in the courtroom is shown in the *Preview* window. Click the **Capture** button to create an image from this view. If successful, the captured image will be displayed in the *Captured Photo* window. You may repeat this capture step multiple times in order to obtain the best image.

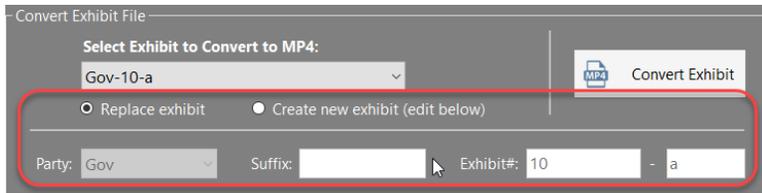
Once satisfied with the captured image, click the **Print** button to send the image to a printer.

Tools: Convert Audio/Video Exhibit File



The *Convert Exhibit File* option attempts to convert an audio/video exhibit file to a MP4 format. This option may be used when an audio/video exhibit fails to play correctly in JERS, or when the size of a video file needs reducing. To begin this process, select the exhibit from the dropdown list.

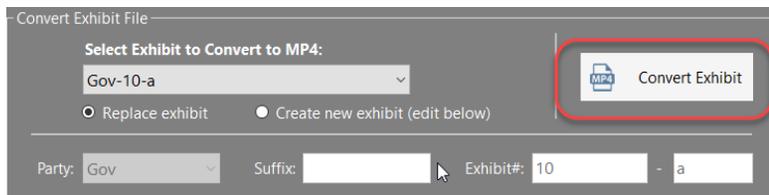
NOTE: Document and image type exhibits will not appear in this list.



There are two options available when converting an exhibit:

Replace exhibit: The new converted exhibit file will overwrite the original exhibit file.

Create new exhibit: A new exhibit file will be created using the specified *Party*, *Suffix*, and *Exhibit#*, and the original exhibit file will remain.

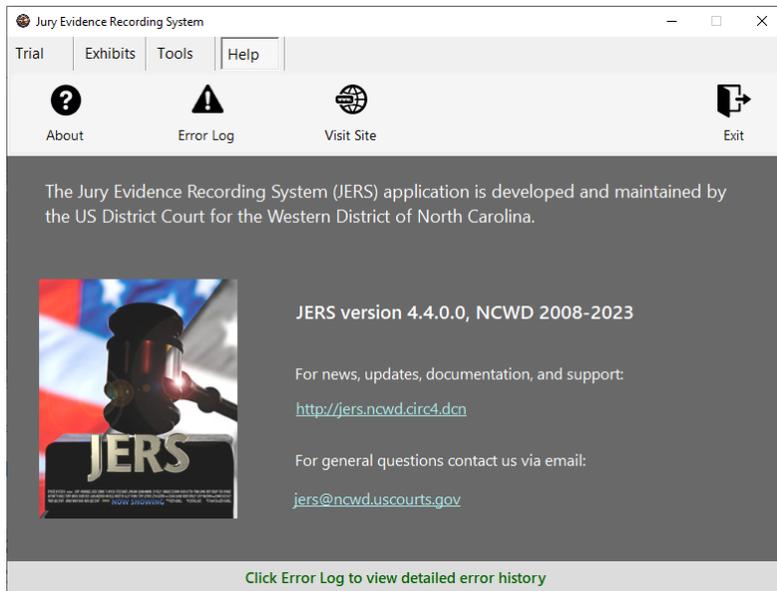


Click the **Convert Exhibit** button to begin the conversion process. This process will run in the background and will alert you once completed. During this time, you may continue working with JERS, including capturing additional exhibits.

NOTE: Some audio/video files may fail to convert due to either corruption of the file or compatibility issues.

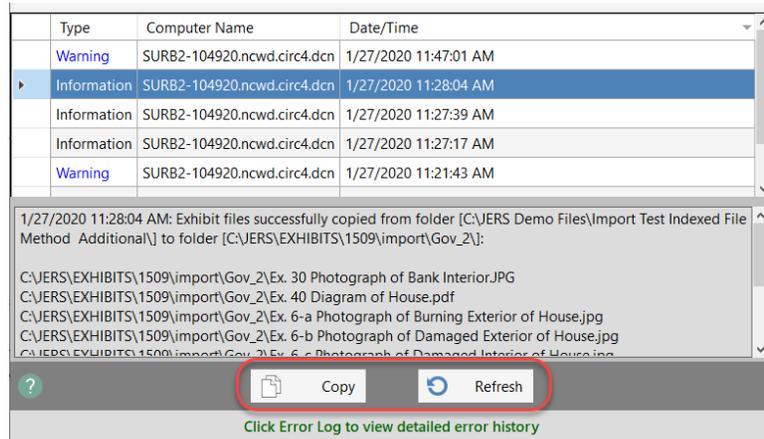


Help



Additional information on JERS, including video 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



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.



Appendix A: Permitted File Types

Documents and Images: .pdf, .txt, .jpg, .bmp, .tif, .gif, .png, .doc, .docx, .ppt, .pptx, .xls, .xlsx

Video and Audio Recordings: .avi, .asf, .mpg, .mp3, .mp4, .wav, .wmv, .3gpp

Appendix B: Example Contents of **Exhibits.txt** File

EXHIBIT|DESCRIPTION|FILENAME

1|Hotel Receipt|Ex. 1 Hotel Receipt.pdf

2|Photograph of Bank Exterior|Ex. 2 Photo of Robbery.pdf

3|Photograph of Bank Interior|Ex. 3 Photograph of Bank Interior.JPG

4|Diagram of House|Ex-4-Diagram-of-House.pdf

6a|Photograph of Burning Exterior of House|Ex. 6(a) Photograph of Burning Exterior of House.jpg

6b|Photograph of Damaged Exterior of House|Ex. 6(b) Photograph of Damaged Exterior of House.jpg

6c|Photograph of Damaged Interior of House|Ex. 6(c) Photograph of Damaged Interior of House.jpg

8|Police Radio|Ex_8_Police_Radio.wav

9|Photograph of Gun|Ex. 9 Photograph of Gun.pdf

10|Photograph of Gun Close-up|Ex. 10 Photograph of Gun Close-up.pdf

11(a)|Photograph of Cell Phone|Ex. 11 Photograph of Cell Phone.pdf

12|Crime Lab Report|Ex_12_Crime_Lab_Report.pdf

