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 <u>new trial must be created</u>. Exhibits can then be added to the trial using a variety of methods. Counsel can choose between <u>several different formatting methods</u> to provide exhibit files to the court on a DVD or USB drive that can then be <u>batch imported</u>. Exhibits can also be <u>added individually by browsing</u> to a network or external drive. If configured by the court, <u>photo</u> or <u>audio/video</u> exhibits can be captured directly from the courtroom presentation system. At any time during the trial, exhibits can be <u>batch edited</u> or <u>edited individually</u>. Exhibits are <u>released to the jury</u> 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 <u>specified network location</u> or <u>exporting to ECF</u>.

Access to trials and exhibits can be provided to any user using the *JERS View Only* program. This program allows the <u>viewing of all trials</u> 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 <u>private trial notes</u> if configured by the court.



Trials: Creating and Updating

JERS (Case: 3:20)	cr12345)					-	□ ×
Trial Exhib	oits Tools	Help					
						Ô	Ģ
Search	New	Save	Exhibits	Export	Reports	Delete	Exit
?							
Case Nur	mber: <mark>3:20cr</mark>	12345					
Courtr	room: <mark>CH-Ca</mark>	ourtroom2			✓ (locatio)	on of trial)	
Trial	Date: <mark>Janua</mark>	ry 31, 2020			٠		
Ju	udge: <mark>Conra</mark>	d			 ✓ (optior 		
	🗖 Ena	ble Identified	l/Admitted				
	USA	/. TJ Hankins					
Descriț	ption:						
			Editing	g trial			

NOTE: If live capturing will be performed during a trial, it is recommended to review <u>how to test the recorder</u> 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 <u>View Only JERS program</u>.

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...)

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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

JERS (Case:	3:20cr12345)						×		Search for an existing trial to open
Trial D	chibits Tools	Help							
						Ô	ŀ		Clear screen to enter a new trial
Search ? Case	New Number: 3:20d	Save 12345	Exhibits	Export	Reports	Delete	Exit		Save new trial or changes to current trial
Co Tr	urtroom: CH-C	ourtroom2 ary 31, 2020			✓ (locatio	on of trial)			Edit exhibits for current trial
	Judge: Conr	ad able Identifie	d/Admitted		✓ (option				Export trial and exhibits to an external drive or archive
Des	USA scription:	v. TJ Hankins	:				Т		Create and print exhibit log reports
	۰.	_	Editio	a trial	_	_		Î	Delete current trial (option may be unavailable)
			Editin	ig trial				₽	Exit the JERS program



Trials: Searching

🚱 Ju	ry Evidence Recording Syst	em	>	×
Trial	Exhibits Tool	s Help		
			Ð	
	New		Exit	
?	Search For:	Enter text to search	P Search Show Active	
	Case Number	Begin Date	Description	^
•	1:18cr146	1/6/2020	USA v. Larch	
	3:19cr65	12/19/2019	USA v. Michael Dorcas - Sentencing Hearing]
	3:12cr265	12/17/2019	USA v. Joseph Watson SRV	
	5:18cr56	12/16/2019	USA v. Thomas Arthur Rittenhouse	
	3:18cr154	12/13/2019	USA v. April Pitchford - Sentencing	
	3:18cr399	12/13/2019	USA v. Marcos Leak - Sentencing	
	3:18cr343	12/11/2019	USA v. Joseph Sims - Sentencing	
	3:18cr143	12/11/2019	USA v. Taha Jaaber - sentencing	
	1:19cr63	12/5/2019	USA v. Joseph Cecil Vandevere	~
			en Cancel	
	Ent	er either All or Part o	f case number or case description to search	

?	Search For:	Enter text to search	م	Q	Search	*	Show All
	Case Number	Begin Date	Courtroom				
•	1:18cr146	1/6/2020	AS-Courtroom1				
	3:18cr154	12/13/2019	CH-Courtroom1				
	3:19cr65	12/19/2019	CH-Courtroom2				
	3:16cr26	11/20/2019	CH-Courtroom3				
	5:18cr56	12/16/2019	ST-Courtroom1				
		Ope	n 🔀	C	ancel		
		[5] /	Active trial(s) availab	ole			

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

JERS (Case:	3:20cr12345)					-	
Trial E	xhibits Tools	Help					
			Ŧ	0 20202			ŀ
Save	New	Edit All	Import	Release	Reports		Exit
?	Retrieve Exhib	it: to Edit o	r View		~ O	Refresh list	
Party:	Gov	<mark>∼</mark> Suffix	Creasy	Ð	khibit#: <mark>1</mark>	- a	
Details:	Hotel receipt						
	s 📃 🔳 Identifi	ed 🧖	🗶 🗖 Admitted	∎ Se	ealed	Excluded	
	FILE Browse		- SNAPSHOT -	. ?	AUDIO	/VIDEO Recorder	
			Ready to add i	new exhibit			

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 <u>Release screen</u>).

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 <u>exhibit log reports</u>.

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 <u>must</u> 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 <u>enabled on the trial screen</u>. Click the edit icon \checkmark 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 <u>Appendix A</u> 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...)





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 <u>replace the currently opened exhibit</u> with only the pages specified. The original exhibit will no longer exist.

To create a r or range of p	new ext bages s	nibit with s eparated	selected p by comma	ages, sı ıs. Exan	becify indv nple: 1-3,7	vidual pages ,9,11-15
1,2-4,9						
	~	Accept		×	Cancel	

If any changes are made to the *Party Type*, *Exhibit Number*, or *Exhibit Part*, <u>before</u> 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 <u>create a new exhibit</u> 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, place go to the <u>next page for instructions</u>.

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...)









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



NOTE: There are <u>two methods</u> a court can use to capture audio and video. If the screens shown here do not represent what you are seeing, proceed to the <u>next page for instructions</u>.

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.



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
	Edit or Delete multiple exhibits
Ŧ	Import exhibits using Batch Import method
0 0,01	Release exhibits to a jury
iii	Create and print exhibit log reports
Î	Delete current exhibit
₽	Exit the JERS program



Viewing Exhibits: Documents

JES - PDF Viewer (Gou-1) First Prev Next Last Goto Zoom In Zoom Out Rotate Print Close RENAISSANCE. HOTELS & RESORTS 418 BAIN /JOHN 734 00 02/207/06 12:00 5090 ACCT# NDD6 74 401 W TRADE ST. CHARLESTON SC 2020/206/06 17:22 74 401 W TRADE ST. CHARLESTON SC 2020/206/06 17:22 74 401 W TRADE ST. CHARLESTON SC 2020/206/06 17:22 2020/206/06 17:22										
First Prev Next Last Goto Zoom In Zoom Out Rotate Print Close RENAISSANCE. HOTELS & RESORTS 418 BAIN /JOHN RENAISSANCE ASHEVILLE GUEST FOLIO 418 BAIN /JOHN 734 00 02/(07/06 12:00 S090) ACCT# S090 ACCT# ACCT# NDBG 02/(06/06 17:22) MR# : 2220/Last renter MR# :	JERS - PDF	Viewer (Go	v-1)						-	
First Prev Next Last Goto Zoom In Zoom Out Rotate Print Close RENAISSANCE. HOTELS & RESORTS 418 BAIN /JOHN 734 00 07/07/06 12:00 5090 ACCT# NDDG 74 401 W TRADE ST. CHARLESTON SC 22202406/06 17:22 74 401 W TRADE ST. CHARLESTON SC 22202406/06 17:22 22202406/06 17:22 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 22202406/07 222006/07 222006/07 22206/07 22006/07 22007 22007 22007 22007 22007 22007 22007 22007 22007 220	M		►	M	a	Ð,	Q	C		X
RENAISSANCE. RENAISSANCE ASHEVILLE GUEST FOLIO HOTELS & RESORTS 418 BAIN JOHN 73,00 02/07/06 12:00 5090 NDBG 02/05/06 17:22 74 401 W TRADE ST CHARLESTON SC NORT MR#:	First	Prev	Next	Last	Goto	Zoom In	Zoom Out	Rotate	Print	Close
NDBG 07_06/06/17:22 ACCI# 74. 401 W TRADE ST. CHARLESTON SC MOMMAN MR#:		8	RENA HOTELS	ISSANCE. & RESORTS BAIN /JOHN	RENAISSANCI	E ASHEVILL 73.00 07/0	E 7/06 12:00	GUEST FOLI	0	
			HOOM	The second of the	the last offer i	RAIE	D. 7	ACCT#		
			NDBG 74. 2002 07/06 07/06 07/06 07/07	401 W TRAD CHARLESTON 28202 ROOM STATE TX OCC TAX BK CARD	418, 1 418, 1 418, 1 418, 1	07/0 	6/06 17:22	MR#: Energy that a first state		
TO BE SETTLED TO: VISA CURRENT BALANCE .00			NDBG 74 800 07/06 07/06 07/07 07/07 TO BE	401 W TRAD CHARLESTON 28202mms ROOM STATE TX OCC TAX BK CARD SETTLED TO	418, 1 418, 1 418, 1 418, 1 418, 1 418, 1	0 <u>770</u> 	6/06 17:22 seconomics s \$81.03 CURRENT BAL	MR#: TREASE .00		
TO BE SETTLED TO: VISA CURRENT BALANCE .00 THANK YOU FOR CHOOSING MARRIOTII TO EXPEDITE YOUR CHECK-OUT, PLEASE CALL VOICEMAIL CHECKOUT AT EXTENSION 209, OR PRESS "MENU" ON YOUR TY REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT.			NDBG 74, 2007 07/06 07/06 07/06 07/07 TO BE THANK PLEAS "MENU	401 W. TRADJ CHARLESTON 28202.m. ROOM STATE TX OCC TAX BK CARD SETTLED TO YOU FOR CH E CALL VOIC C ON YOUR T	418.1 418.1 418.1 418.1 418.1 1 1005ING MAREL 2005ING MAREL 2005IN MAREL 2005IN 2005ING MAREL 2005IN	07/0 2000 73.00 5.11 2.92 0TTI TO E2 UT AT EXTI TROL TO AC	\$81.03 CURRENT BAL PEDITE YOUR INSION 209. CESS VIDEO	MR#: CHECK-OUT, CHECK-OUT.		
TO BE SETTLED TO: VISA CURRENT BALANCE .00 THANK YOU FOR CHOOSING MARRIOTTI TO EXPEDITE YOUR CHECK-OUT, PLEASE CALL VOICEMAIL CHECKOUT AT EXTENSION 209, OR PRESS "MENU" ON YOUR TV REMOTE CONTROL TO ACCESS VIDEO CHECK-OUT. 			NDPG 74 78 07/06 07/06 07/07 07/06 07/07 TO BE THANK PLEAS "MENU 07/06	401 W TRAD CHARLESTON 28202 COOM STATE TX OCC TAX BK CARD SETTLED TO YOU FOR CH E CALL YOIC " ON YOUR T ROOM STATE TX OCC TAX	418, 1 418, 1 41	02/0 2000 73.00 5.11 2.92 0TT! TO ED UT AT EXTE TROL TO EXTE TROL TO EXTENSION 0RT SUMMAR 73.00 5.11 2.92	\$0,06 17:22 \$01.03 CURRENT BAL PPEDITE YOUR NSION 209, CESS VIDEO NY	MR#; EXECUTION OF A CONTROL ANCE .00 CHECK-OUT, OR PRESS CHECK-OUT.		

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.

M	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
Θ	Zoom out document, decreasing text size
C	Rotate page 90 degrees in a clockwise direction
Ē	Send document to printer
×	Close the document viewer screen



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.

Ð	Zoom in image, increasing size of image
Ð,	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)
つ	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
■ <u>?</u>	Decrease audio level (if audio recording)
◀))	Increase audio level (if audio recording)
×	Close the media player screen



Edit All Exhibits: Updating

🗐 JERS -	Edit All Exhibits							-		×				
Save	Select	all	Deselect a	Se I	et Selected	l Exhib n Belo	it(s) As: w APPLY Scroll Up Scroll Down	Delete		X				
				All Pa	arties ~		fix: Exhibit Number:	Y Set Filt	er On					
Select	View	Edit	Party	Suffix	Exhibit#	Part	Description	Restrictions	Seal	Excl ^				
	View Exhibit	I.	Gov		1		Hotel receipt							
	View Exhibit	I.	Gov		2	1	Interview session							
	View Exhibit	L	Gov		2	b	Interview session, part 2							
	View Exhibit 2 Gov 3 Photo of bank interior													
Uiew Exhibit 🧷 Gov 4 Diagram of House														
	View Exhibit	L	Gov		4	а	Photo of burning exterior of house							
	View Exhibit	L	Gov		4	b	Photo of damage to exterior of house							
	View Exhibit	1	Gov		5		Photo of interior damage to house							
	View Exhibit	1	Gov		06	а	Photograph of Burning Exterior of House							
	View Exhibit	1	Gov		06	b	Photograph of Damaged Exterior of House							
	View Exhibit	1.	Gov		06	с	Photograph of Damaged Interior of House							
	View Exhibit	1.	Gov		7		Diagram of house interior							
	View Exhibit	1	Gov		7	с	Diagram of house interior annotated by witness							
	View Exhibit	L	Gov		10		Police dash cam video							
	View Exhibit	L	Gov		10	а	Police radio							
	View Exhibit	1	Gov		11		Police dash cam video - 2nd stop							
	View Exhibit	L	Gov		15		Zoomed in photo of weapon recovered from defenda							
	🗆 View Exhibit 🔏 Gov 🛛 17 Attempted escape from courthouse 🗌 🗌													
7 To	otal: 27		Total: 27 Make selections and edits, click Save to save changes											

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

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 <u>is enabled for trial</u>) Admitted / Not Admitted: toggles exhibits as being admitted in trial (only available if option <u>is enabled for trial</u>) Excluded / Not Excluded: toggles <u>exhibits as being excluded</u> in trial (this option may be unavailable) Sealed / Not Sealed: toggles <u>exhibits as being sealed</u> in trial

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

	FILTER: Party: All Parties 🗸 Suffic: 🔽 🗸 Exhibit Number: 🍸 Set Filter C										
Select	View	Edit	Party	Suffix	Exhibit#	Part	Description	Restrictions	Seal	Excl	
	View Exhibit	1	Gov		3		Photo of bank interior				
	View Exhibit	I.	Gov		4		Diagram of House				
	View Exhibit	1	Gov		4	а	Photo of burning exterior of house				
	View Exhibit	1	Gov		4	b	Photo of damage to exterior of house				

Marking exhibits as <u>sealed</u> or <u>excluded</u> 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 *k* 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 <u>enabled on the trial screen</u>, 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.

🗐 JERS - Edit A	All Exhibits						-	
Ë			Set Selected Exhibit(s) As:		~	\sim	Ê	×
Save	Select all	Deselect all	Select Option Below	~ APPLY	Scroll Up	Scroll Down	Delete	Close
	FI	LTER: Party: <mark>/</mark>	All Parties V Suffix:	~	Exhibit Number:		Y Set Filter	On

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



Edit All Exhibits: Additional Notes

🗐 JERS -	Edit All Exhibits												\times
Ë					Set Select	ed Exh	hibit(s) As:	~	$\mathbf{\mathbf{v}}$	Ó	ō	X	3
Save	Select	all	Deselect	tall	Select Opt	ion Be	elow V APPLY	Scroll Up	Scroll Down	Del	ete	Clos	se
		FILT		nty: De	f	 ✓ Si 	Suffix: 🗸 🗸	Exhibit Number:		Ŧ	Set Filter	Off	
Select	View	Edit	Party	Suffix	Exhibit#	Part	Description		Restrictions	Ident	Admit	Seal	Excl
		<i>.</i>											
	View Exhibit	1	Def		2	e	Location of gun found	at scene					
	View Exhibit	1	Def		2	f	Police dash cam video	- 2nd stop					
	View Exhibit	1	Def		5								
	View Exhibit	1	Def		5	a							

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.

JERS -	IBRS - Edit All Exhibits - X													
Save	Save Select all Deselect a				Set Selected Exhibit(s) As: Select Option Below · APPLY Scroll Up Scroll Down							Close		
				y: All Pa	arties ~		fix: V Exhibit Number:		Υ.	Set Filt	er On			
Select	View	Edit	Party	Suffix	Exhibit#	Part	Description	Restrictions	ldent	Admit	Seal	Excl ^		
	View Exhibit	Í.	Gov		1		Hotel receipt							
	View Exhibit	1	Gov		2	1	Interview session							
	View Exhibit	1.	Gov		2	b	Interview session, part 2							
	View Exhibit	1	Gov		3		Photo of bank interior		\checkmark	\checkmark				
	View Exhibit	1	Gov		4		Diagram of House							
	View Exhibit	1	Gov		4	а	Photo of burning exterior of house							
	View Exhibit	1	Gov		4	b	Photo of damage to exterior of house		\checkmark					
	View Exhibit	1	Gov		5		Photo of interior damage to house		\checkmark	\checkmark				
	View Exhibit	1	Gov		06	a	Photograph of Burning Exterior of Ho							
	View Exhibit	1	Gov		06	b	Photograph of Damaged Exterior of							
	View Exhibit	1	Gov		06	с	Photograph of Damaged Interior of H							
	View Exhibit	1	Gov		7		Diagram of house interior							
	View Exhibit	1	Gov		7	с	Diagram of house interior annotated							
	View Exhibit	1	Gov		10		Police dash cam video							
	View Exhibit	1	Gov		10	а	Police radio							
	View Exhibit	1	Gov		11		Police dash cam video - 2nd stop							
	View Exhibit	1	Gov		15		Zoomed in photo of weapon recover							
	View Exhibit	1	Gov		17		Attempted escape from courthouse							
? To	otal: 27				Make sele	ctions	and edits, click Save to save changes							

	Save all modifications made to exhibits
+	Select all exhibits for editing
	Deselect exhibits for editing
^	Scroll up list of exhibits
\checkmark	Scroll down list of exhibits
Î	Delete selected exhibits from trial
×	Close the Edit All Exhibits screen



Batch Import: Import Methods

JERS - Import Exhibits							-		\times
Provided By:	Suffix (optio	onal): Import	Method:	Import From:				5	4
Court ~		Autom	atic ~			Browse	Retrieve	Clo	se
Select Edit Exhib	oit# Part	Description				Exhibit	File	Size	View
Hide imported	+	_		I		Î	Ready	to import	rt vi
?	Select all	Deselect all		IMPORT		Delete Job	File is	missing	iu i
Total: 0		Read	ly to retrieve exist	ing import job or creat	te new				

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

🗐 JERS - Import Exhibit	ts				-		\times
Provided By:	Suffix (optio	nal): Import I	Method: Import From:			X	
Court ~		Automa	atic ~	Browse	Retrieve	Clos	se
Select Edit Exhi	bit# Part	Description		Exhibit Fi	le	Size	View
Hide imported			•	â	Ready to	import	t
0	Select all	Deselect all	IMPORT	Delete Job	Already in File is n	mporter nissing	α
Total: 0		Read	y to retrieve existing import job or create new				

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 <u>only</u>. Answer *Yes* to this prompt if all exhibits are named for example: "1.pdf", "2a.avi", "6(d).jpg", 62[bb].pdf

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 <u>Exhibits Screen</u>.

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 building8(b) | Camera footage of robbery12 | Police camera footage



Batch Import: Selecting Import Files

Provided By: Suffix (optional): Import Method: Import From: CAUSA_Exhibits Browse Retrieve Close Select Edit Identified Admitted Exhibit# Part Description Exhibit File Size V Hide imported Set Selected Exhibit(s) As: Ready to import Aready inported Set Selected Exhibit(s) As: Ready to import Aready imported	🗐 JERS -	Import E	xhibits							-		×
Select Edit Identified Admitted Exhibit# Part Description Exhibit File Size V Hide imported Set Selected Exhibit(s) As: Image: Comported Set Selected Exhibit(s) As: Image: Comported Set Selected Exhibit(s) As: Ready to imported Aready imported	Provi Gov	ded By:	~	Suffix (optiona	al): In A	nport Metho Automatic	d: ~	Import From: C:\USA_Exhibits	Browse	Retrieve	Clo	se
Hide imported Set Selected Exhibit(s) As: Ready to imported Select Ontion Below, APPLY	Select	Edit	Identifie	d Admitted	Exhibit#	Part Part	Description		Exhibit Fi	e	Size	View
Select all Deselect all IMPORT Price option below. Delete Job File is missing	Hide	import	ted	Select all	Deselect all	IMP	Se ORT Se	t Selected Exhibit(s) As: elect Option Below > API	Delete Job	Ready Already File is	to impor importe missing	t d

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 <u>same import method type</u> 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 <u>import method</u> 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

JERS -	Import	Exhibits					-	□ ×				
Provi	ded B	y: Sut	fix (option	nal): Import Method:	Import From:		<u>,</u>	X				
Gov		~		Indexed File ~		Browse Ret	rieve	Close				
Select	Edit	Exhibit# 4	Part	Description		Exhibit File	Size	View				
	1	1		Ex. 1 Hotel Receipt.pdf	61 KB	View Exhibit						
Z Z X												
	1	3		Photograph of Bank Interior		Ex. 3 Photograph of B	59 KB	View Exhibit				
	1	4		Diagram of House		Ex. 4 Diagram of Hous	10 KB	View Exhibit				
🗹 🔏 06 a Photograph of Burning Exterior of House Ex. 6(a) Photograph of 245 KB View												
	🗹 📝 06 b Photograph of Damaged Exterior of House Ex. 6(b) Photograph of											
	L	06	с	Photograph of Damaged Interior of	f House	Ex. 6(c) Photograph of	154 KB	View Exhibit				
	I.	8		Police Radio		Ex. 8 Police Radio.wav	2 MB	View Exhibit				
	L	9		Photograph of Gun		Ex. 9 Photograph of G	3 MB	View Exhibit				
	1	12		Crime Lab Report		Ex. 12 Crime Lab Repo	53 KB	View Exhibit				
	1	13		Miranda Form		Ex. 13 Miranda Form.p	71 KB	View Exhibit				
	1	A	2	Photograph of Cell Phone		Ex. 11 Photograph of	3 MB	View Exhibit				
	1	A	1	Photograph of Gun Close-up		Ex. 10 Photograph of	3 MB	View Exhibit				
- Hide	impo	rted	11			â –	Ready t	o import				
?		Sel	ect all	Deselect all	IMPORT	Delete Job	File is	missing				
Total: 1	Total: 13 Ready to select exhibits for importing											

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 \swarrow 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 <u>enabled on the trial screen</u>, 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

I JERS	- Import	Exhibits							-	□ ×		
Provi	ided By	y: Su	ffix (optiona	l): Impo	ort Metho	d: Import From:	(F					
Gov		~		Inde	xed File	~	Brov	vse Retri	ieve	Close		
Select	Edit	Identified	Admitted	Exhibit# -	Part	Description	Exhibit Fi	e	Size	View		
	1			1		Hotel Receipt	Ex. 1 Hote	Receipt.pdf	61 KB	View Exhibit		
	I.			2		** UNABLE TO LOCATE THIS EXHI	BIT FI Ex. 2 Phot	o of Robber		View Exhibit		
				3		Photograph of Bank Interior	Ex. 3 Phot	ograph of B	59 KB	View Exhibit		
	L			4		Diagram of House	Ex. 4 Diag	ram of Hous	10 KB	View Exhibit		
\checkmark	1			06	а	Photograph of Burning Exterior of	f Hou Ex. 6(a) Ph	otograph of	245 KB	View Exhibit		
	🔲 🥂 🔲 🔲 06 b Photograph of Damaged Exterior of H.							otograph of	217 KB			
] 🧟 🗆 🔲 06 c Photograph of Damaged Interior of H						of H Ex. 6(c) Ph	otograph of	154 KB	View Exhibit		
	1			8		Police Radio	Ex. 8 Polic	e Radio.wav	2 MB	View Exhibit		
	1			9		Photograph of Gun	Ex. 9 Phot	ograph of G	3 MB	View Exhibit		
	1			12		Crime Lab Report	Ex. 12 Crin	ne Lab Repo	53 KB	View Exhibit		
	1			13		Miranda Form	Ex. 13 Mir	anda Form.p	71 KB	View Exhibit		
	L			A	2	Photograph of Cell Phone	Ex. 11 Pho	tograph of	3 MB	View Exhibit		
	🗆 🔏 💷 🔲 A 1 Photograph of Gun Close-up Ex. 10 Photograph of 3 MB View Exhibit											
_												
🗆 Hide	e impo	rted	+			Set Selected Exhibit(s) A	s:	<u> </u>	Ready t	o import		
?		Se	lect all I	Deselect all	IMP	ORT Select Option Below ~	APPLY Del	ete Job	File is	missing		
Total: 1	Total: 13 Ready to select exhibits for importing											

If the Identified/Admitted option is <u>enabled on the trial screen</u>, additional options will be available. Applying these options <u>after</u> <u>selecting exhibits</u> 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.

Hide imported				Set Selected Exhibit(s) As:	Ê	Ready to import
	Select all	Deselect all	IMPORT	Select Option Below ~ APPLY	Delete Job	Already imported File is missing
Total: 13			Ready to se	lect exhibits for importing		

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 <u>not</u> affect any exhibits that have already been imported into the current trial. Those exhibits will remain.



Batch Import: Adding to Trial

🗐 JERS	- Import	Exhibits					-	□ ×
Prov	ided B	y: Su	ffix (optior	nal): Import Method:	Import From:			
Gov		~		Indexed File ~		Browse Retr	rieve	Close
Select	Edit	Exhibit#	Part	Description		Exhibit File	Size	View
	<i>.</i>			Hotel Receipt		Ex. 1 Hotel Receipt.pdf	61 KB	View Exhibit
	1	2		** UNABLE TO LOCATE THIS EXHIBIT	T FILE **	Ex. 2 Photo of Robber		View Exhibit
	1	3		Photograph of Bank Interior		Ex. 3 Photograph of B	59 KB	View Exhibit
	I.	4		Diagram of House		Ex. 4 Diagram of Hous	10 KB	View Exhibit
	1	06	а	Photograph of Burning Exterior of H	louse	Ex. 6(a) Photograph of	245 KB	View Exhibit
	1.	06	b	Photograph of Damaged Exterior o	f House	Ex. 6(b) Photograph of	217 KB	View Exhibit
	I.	06	с	Photograph of Damaged Interior of	f House	Ex. 6(c) Photograph of	154 KB	View Exhibit
	L	8		Police Radio		Ex. 8 Police Radio.wav	2 MB	View Exhibit
	1	9		Photograph of Gun		Ex. 9 Photograph of G	3 MB	View Exhibit
	I.	12		Crime Lab Report		Ex. 12 Crime Lab Repo	53 KB	View Exhibit
	1	13		Miranda Form		Ex. 13 Miranda Form.p	71 KB	View Exhibit
	1	A	2	Photograph of Cell Phone		Ex. 11 Photograph of	3 MB	View Exhibit
	1	A	1	Photograph of Gun Close-up		Ex. 10 Photograph of	3 MB	View Exhibit
🗆 Hide	e impo	rted				â –	Ready t	o import
?		Se	lect all	Deselect all	IMPORT	Delete Job	Aiready File is	mported missing
Total: 1	3			Ready to select e	exhibits for importing			

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

Ш	J	2		** UNABLE IO LOCATE THIS EXHIBIT FILE **	Ex. 2 Photo of Robber		View Exhibit
	1	3	-	Photograph of Bank Interior	Ex. 3 Photograph of B	59 KB	View Exhibit
	1	4		Change Exhibit Import Status	n of Hous.	. 10 KB	View Exhibit
	I.	06	а		ograph of.	. 245 KB	View Exhibit
	I.	06	b		ograph of	. 217 KB	View Exhibit
	1.	06	с	Do you wish to mark this exhibit as NOT import	bgraph of.	. 154 KB	View Exhibit
	1	8		-	adio.wav	2 MB	View Exhibit
	L	9			raph of G	3 MB	View Exhibit
	I.	12		Yes No	Lab Repo.	. 53 KB	View Exhibit
	1	13		Miranda Form	Ex. 13 Miranda Form.p.	. 71 KB	View Exhibit

To unmark an exhibit that has already been imported into the trial, <u>right</u> <u>click</u> or <u>double-click</u> 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 <u>will not remove</u> 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

JERS - Import Exhibits						-		×
Provided By:	Suffix (option	onal): Imp	ort Method:	Import From:				3
Def ~		Aut	omatic	~	Browse	Retrieve	Clos	se
elect Edit Ident	ified Admitt	ed Exhibit#	Part Desc	ription	Exhibit	File	Size	Viev
Hide imported					-	Ready	to impor	
	+			Set Selected Exhibit(s) As:		Alread	/ importe	d
	Select all	Deselect all	IMPORT	Select Option Below ~	APPLY Delete Job	File is	missing	
				and all and the second fields are second as				

	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
Ô	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

Save/Rele	ease	Select all	D	eselect all		xhibit descriptions viewable show excluded exhibits Scroll Up Scroll Down	Reports	Close
		FI	LTER:	Party: Al	I Partie	s 🗸 Suffix: 🗸 Exhibit Number:	🔻 🛛 Set Fi	lter On
Release	Edit	Party	Suffix	Exhibit#	Part	Description	Restrictions	View
	L	Gov		1		Hotel receipt		View Exhib
	<i>.</i>	Gov		2	1	Interview session		View Exhit
	1	Gov		2	b	Interview session, part 2		View Exhib
	1	Gov		4	а	Photo of burning exterior of house		View Exhil
	L	Gov		4	b	Photo of damage to exterior of house		View Exhi
	I.	Gov		5		Photo of interior damage to house		View Exhi
	1	Gov		06	a	Photograph of Burning Exterior of House		View Exhi
	I.	Gov		06	b	Photograph of Damaged Exterior of House		View Exhi
	1	Gov		06	с	Photograph of Damaged Interior of House		View Exhi
	1	Gov		7		Diagram of house interior		View Exhi
	I.	Gov		7	с	Diagram of house interior annotated by witness		View Exhi
\square	1	Gov		10		Police dash cam video		View Exhi
	1	Gov		10	a	Police radio		View Exhi
	1	Gov		11		Police dash cam video - 2nd stop		View Exhi
	1	Gov		15		Zoomed in photo of weapon recovered from defendant		View Exhi
	1	Gov		17		Attempted escape from courthouse		View Exhi
	1	Gov		17	a	Attempted escape from courthouse part 2		View Exhi
	1	Def		1		Location of stopped car		View Exhi

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 <u>exhibits</u> <u>marked as excluded</u> 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.



Click the exhibit's edit icon *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



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 - R	elease t	o Jury								- D >
Save/Rele	ease	Select all	D	eselect all		xhibit descriptions viewable how excluded exhibits	Scroll Up	Scroll Down	Reports	Close
		FI	LTER:	Party: Al	Partie	s v Suffix: v	Exhibit Numbe	r:	🔻 Set Fi	ilter On
Release	Edit	Party	Suffix	Exhibit#	Part	Description			Restrictions	View
	I.	Gov		1		Hotel receipt				View Exhibit
		Gov		2	1	Interview session				View Exhibit
		Gov		2	b	Interview session, part 2				View Exhibit
	1	Gov		4	а	Photo of burning exterior of hous	e			View Exhibit
	1	Gov		4	b	Photo of damage to exterior of h	ouse			View Exhibit
	1	Gov		5		Photo of interior damage to hous	e			View Exhibit
	1	Gov		06	а	Photograph of Burning Exterior o	f House			View Exhibit
	1	Gov		6	b	Photograph of Damaged Exterior	r of House			View Exhibit
	<i>.</i>	Gov		06	с	Photograph of Damaged Interior	of House			View Exhibit
	1	Gov		7		Diagram of house interior				View Exhibit
	1	Gov		7	с	Diagram of house interior annota	ted by witness			View Exhibit
	1	Gov		10		Police dash cam video				View Exhibit
	L	Gov		10	a	Police radio				View Exhibit
		Gov		11		Police dash cam video - 2nd stop				View Exhibit
	1	Gov		15		Zoomed in photo of weapon reco	overed from def	endant		View Exhibit
	1	Gov		17		Attempted escape from courthout	ise			View Exhibit
	1	Gov		17	a	Attempted escape from courthou	ise part 2			View Exhibit
	L	Def		1		Location of stopped car				View Exhibit
? Tota	al: 25				Ex	hibits were successfully updated a	and/or released	1		1

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 <u>immediately</u> after saving.

NOTE: If the Identified/Admitted option is <u>enabled on the trial screen</u>, only exhibits marked as *admitted* will be available for release to a jury.



Release Exhibits: Additional Notes

🔹 JERS - R	elease t	o Jury								
Save/Rele	ase	Select	all	Deselect all		Exhibit descriptions viewable Show excluded exhibits	Scroll Up	Scroll Down	Reports	Close
			FILTER:	Party:	Def	✓ Suffix: ✓	Exhibit Number:		Y Set Filte	r Off
Release	Edit	Party	Suffix	Exhibit#	Part	Description			Restrictions	View
	L	Def		1		Location of stopped car				View Exhibit
	I.	Def		2	e	Location of gun found at scene				View Exhibit
	ĺ.	Def		2	f	Police dash cam video - 2nd stop				View Exhibit
	<i>.</i>	Def		5						View Exhibit
	L	Def		5	а					View Exhibit
M	1	Def		7		Weapons recovered from home				View Exhibit

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/Rele	2250	Select all	D	select all		xhibit descriptions viewable how excluded exhibits	Scroll Down	Reports	Close
Save/New	ease	Select all		Destra All	Dentis	Suffler	June 200	The ports	ciose
			LIERC	Party: Al	Partie		iber:	Y Set P	iter On
lelease	Edit	Party	Suffix	Exhibit#	Part	Description		Restrictions	View
		GOV		1		Hotel receipt			VIEW EXHIBIT
	<i>.</i>	Gov		2	1	Interview session			View Exhibit
	I.	Gov		2	b	Interview session, part 2			View Exhibit
	I.	Gov		4	а	Photo of burning exterior of house			View Exhibit
	l.	Gov		4	b	Photo of damage to exterior of house			View Exhibit
	I.	Gov		5		Photo of interior damage to house			View Exhibit
\square	Í.	Gov		06	а	Photograph of Burning Exterior of House			View Exhibit
\square	1	Gov		6	b	Photograph of Damaged Exterior of House			View Exhibit
	1	Gov		06	с	Photograph of Damaged Interior of House			View Exhibit
	1	Gov		7		Diagram of house interior			View Exhibit
	1	Gov		7	с	Diagram of house interior annotated by witnes	is		View Exhibit
	1	Gov		10		Police dash cam video			View Exhibit
	1	Gov		10	а	Police radio			View Exhibit
	1	Gov		11		Police dash cam video - 2nd stop			View Exhibit
	1	Gov		15		Zoomed in photo of weapon recovered from a	defendant		View Exhibit
	1	Gov		17		Attempted escape from courthouse			View Exhibit
	1	Gov		17	a	Attempted escape from courthouse part 2			View Exhibit
		Dof		1	a	Incation of donnad car			View Exhibit

NOTE: All saved changes are immediately reflected in the JERS jury room assigned to this courtroom location.

	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



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 <u>enabled on the trial screen</u>. 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.

Report							-	
All Exhibits	~	M			M	ē,	Ē	×
Show Admitted/Ide	entified	First	Prev	Next	Last	Publish	Print	Clos
FILTER: Party:	Gov - Suffix:	v	Admitted:	1/6/2020	▼ to 1/	21/2020 -	Y Set F	ilter Off
		United Western E Exhibi USA v. 7	States Dis District of I ts Log: 3:2 IJ Hankins	strict Court North Carol 20cr12345 , 1/31/2020	lina 0			
EXHIBIT	DESCRIPTION						RLS	SEAL
Gov-2-1	Interview session						Yes	Yes
Gov-2-b	Interview session, part 2						Yes	Yes
Gov-3	Photo of bank interior						No	Yes
Gov-4	Diagram of House						No	No
Gov-5	Photo of interior damage t	o house					No	No
Gov-06-a	Photograph of Burning Exte	erior of House					Yes	No
Gov-06-c	Photograph of Damaged In	terior of House	e				Yes	No
Gov-7-c	Diagram of house interior	annotated by w	vitness				Yes	No

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

							-	
eleased Exhibits (jur	y) ~	M	◀	►	M			×
Show Admitted/Id	entified	First	Prev	Next	Last	Publish	Print	Close
	_							
FILTER: Party:	All Parties V Suffix:	~	Entered 1	1/15/2019	• to 1/21	/2020 •	Y Set Filte	er On
								,
		United S Western Dis Exhibits USA v. TJ	tates Dist trict of N Log: 3:2 Hankins,	trict Court lorth Carol 0cr12345 1/31/2020	ina D			
EXHIBIT	DESCRIPTION							- 1
Gov-1	Hotel receipt							
Gov-2-1	Interview session							
Gov-2-b	Interview session, part 2							
Gov-4-a	Photo of burning exterior of	house						
Court h	Photo of damage to exterio	r of house						
Gov-4-D								
Gov-4-b Gov-06-a	Photograph of Burning Exte	rior of House						
Gov-4-b Gov-06-a Gov-6-b	Photograph of Burning Exte Photograph of Damaged Ext	rior of House terior of House						
Gov-06-a Gov-06-b Gov-06-c	Photograph of Burning Exte Photograph of Damaged Ext Photograph of Damaged Int	rior of House terior of House terior of House						
Gov-4-b Gov-06-a Gov-6-b Gov-06-c Gov-7	Photograph of Burning Exte Photograph of Damaged Ext Photograph of Damaged Int Diagram of house interior	rior of House terior of House terior of House						
Gov-6-b Gov-06-a Gov-6-b Gov-06-c Gov-7 Gov-7-c	Photograph of Burning Exte Photograph of Damaged Ext Photograph of Damaged Int Diagram of house interior Diagram of house interior a	rior of House terior of House terior of House nnotated by w	itness					
Gov-4-b Gov-06-a Gov-6-b Gov-06-c Gov-7 Gov-7-c Gov-10	Photograph of Burning Exte Photograph of Damaged Ext Photograph of Damaged Int Diagram of house interior Diagram of house interior a Police dash cam video	rior of House terior of House terior of House nnotated by w	tness					
Gov-4-B Gov-06-a Gov-6-b Gov-7 Gov-7-c Gov-10 Gov-10-a	Photograph of Burning Exte Photograph of Damaged Ext Photograph of Damaged Int Diagram of house interior Diagram of house interior a Police dash cam video Police radio	rior of House terior of House erior of House nnotated by w	tness					
Gov-4-B Gov-06-a Gov-6-C Gov-7 Gov-7-C Gov-10 Gov-10-a Gov-11	Photograph of Burning Exte Photograph of Damaged Ext Photograph of Damaged Int Diagram of house interior Diagram of house interior a Police dash cam video Police dash cam video - 2n	rior of House terior of House erior of House nnotated by w d stop	tness					
Gov-4-B Gov-06-a Gov-6-b Gov-7- Gov-7-c Gov-10 Gov-10-a Gov-11 Gov-15	Photograph of Burning Exte Photograph of Damaged Ext Photograph of Damaged Int Diagram of house interior Diagram of house interior a Police dash cam video Police dash cam video - 2n Zoomed in photo of weapor	rior of House terior of House erior of House nnotated by w d stop o recovered fro	itness m defendar	nt				

Display first page of the report
 Go to previous page of report
 Go to next page of report
 Display last page of the report
 Display last page of the 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

1 JEF	RS - Expo	rt Trial							
Save		To Archive			To ECF	Reports	Close		
Edit	Risd	Seal	Party	Suffix	Exhibit#	Part	Description	Restrictions	View
l.							Hotel receipt		
l.		\checkmark	Gov		2	1	Interview session		View Exhibit
L	\checkmark	\checkmark	Gov		2	b	Interview session, part 2		View Exhibit
Ĉ.		\checkmark	Gov		3		Photo of bank interior		View Exhibit
Ľ.			Gov		4		Diagram of House		View Exhibit
L	\checkmark		Gov		4	a	Photo of burning exterior of house		View Exhibit
Ľ			Gov		4	b	Photo of damage to exterior of house		View Exhibit
l.			Gov		5		Photo of interior damage to house		View Exhibit
L			Gov		06	a	Photograph of Burning Exterior of House		View Exhibit
L	\checkmark		Gov		6	b	Photograph of Damaged Exterior of House		View Exhibit
L	\checkmark		Gov		06	с	Photograph of Damaged Interior of House		View Exhibit
L			Gov		7		Diagram of house interior		View Exhibit
L	\checkmark		Gov		7	с	Diagram of house interior annotated by witness		View Exhibit
L	\checkmark		Gov		10		Police dash cam video		View Exhibit
l.	\checkmark		Gov		10	а	Police radio		View Exhibit
L	\checkmark		Gov		11		Police dash cam video - 2nd stop		View Exhibit
L	~		Gov		15		Zoomed in photo of weapon recovered from defendant		View Exhibit
ľ.	\checkmark		Gov		17		Attempted escape from courthouse		View Exhibit
L			Gov		17	a	Attempted escape from courthouse part 2		View Exhibit
1			Def		1		Location of stopped car		View Exhibit

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

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 <u>does not remove</u> 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 <u>removes</u> 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 <u>does not remove</u> the trials from the JERS system.



Export Exhibits: Preparing for Export

🖞 JEI	RS - Expo	rt Trial							
ľ	-				1		□ Show Identified/Admitted dates		×
S	ave		To Folder		To Archiv	e	To ECF	Reports	Close
Edit	Risd	Seal	Party	Suffix	Exhibit#	Part	Description	Restriction	View
<i>.</i>			Gov		1		Hotel receipt		View Exhibit
L		\checkmark	Gov		2	1	Interview session		View Exhibit
L	\checkmark	\checkmark	Gov		2	b	Interview session, part 2		View Exhibit
1		\checkmark	Gov		3		Photo of bank interior		View Exhibit
1			Gov		4		Diagram of House		View Exhibit
L			Gov		4	а	Photo of burning exterior of house		View Exhibit
L			Gov		4	b	Photo of damage to exterior of house		View Exhibit
L			Gov		5		Photo of interior damage to house		View Exhibit
L			Gov		06	a	Photograph of Burning Exterior of House		View Exhibit
L			Gov		6	b	Photograph of Damaged Exterior of House		View Exhibit
L			Gov		06	с	Photograph of Damaged Interior of House		View Exhibit
			Gov		7		Diagram of house interior		View Exhibit
L			Gov		7	с	Diagram of house interior annotated by witness		View Exhibit
L			Gov		10		Police dash cam video		View Exhibit
L			Gov		10	а	Police radio		View Exhibit
L			Gov		11		Police dash cam video - 2nd stop		View Exhibit
			Gov		15		Zoomed in photo of weapon recovered from defendant		View Exhibit
L			Gov		17		Attempted escape from courthouse		View Exhibit
1			Gov		17	a	Attempted escape from courthouse part 2		View Exhibit
1			Def		1		Location of stopped car		View Exhibit

The box located in the "RIsd" 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 *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 <u>enabled on the trial screen</u>.

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



Export Exhibits: Preparing for Export – continued

ф JE	RS - Expo	ort Trial								-	
				🛊 <u>í</u>	m		Show Iden	tified//	Admitted dates	in ا	×
1	Save		To Folder To	Archive To	ECF	_				Reports	Close
Edit	Risd	Seal	Identified	Admitted	Party	Suffix	Exhibit#	Part	Description	Restrictions	View
I.			8/2/2016 10:41 AM	1/1/2020 10:41 AM	Gov		1		Hotel receipt		View Exhibit
1	\checkmark	\checkmark	1/21/2020 11:41 AM	1/21/2020 11:41 AM	Gov		2	1	Interview session		View Exhibit
1	\checkmark	\checkmark	1/21/2020 11:41 AM	1/21/2020 11:41 AM	Gov		2	b	Interview session, par		View Exhibit
1		\checkmark	8/2/2016 10:41 AM	1/14/2020 10:41 AM	Gov		3		Photo of bank interior		View Exhibit
1			1/21/2020 11:41 AM	1/21/2020 11:41 AM	Gov		4		Diagram of House		View Exhibit
1	\checkmark		8/2/2016 10:41 AM	8/2/2016 10:41 AM	Gov		4	а	Photo of burning ext		View Exhibit
1	\checkmark		8/2/2016 10:41 AM	8/2/2016 10:41 AM	Gov		4	b	Photo of damage to		View Exhibit
1			8/2/2016 10:41 AM	1/9/2020 10:41 AM	Gov		5		Photo of interior dam		View Exhibit
1	\checkmark		1/21/2020 11:41 AM	1/21/2020 11:41 AM	Gov		06	a	Photograph of Burnin		View Exhibit
I.	\checkmark		1/21/2020 11:42 AM	1/21/2020 11:42 AM	Gov		06	с	Photograph of Dama		View Exhibit
1	\checkmark		1/2/2020 11:42 AM	1/13/2020 3:42 PM	Gov		7	с	Diagram of house int		View Exhibit
1	\checkmark		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 <u>enabled on the trial screen</u>, 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.



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



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 **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 <u>Browse</u> 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 <u>admitted</u> 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 <u>released</u> will be included in the export, including the HTML exhibits log.

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



Export Exhibits: To Archive

JERS - Archive Trial
You are about to archive all exhibits for the current trial and remove the trial from the live JERS system. To continue with this process, click the Start button below.
Drive Information Total size Exhibits: 147 MB Export drive space: 303 GB
? Start Close
Ready to archive trial from JERS

NOTE: If any errors are encountered during the archive process, the trial <u>will not be removed</u> 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



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.



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

🗐 JEF	RS - View Ex	chibits (3:20)cr12345)			-	
Re	9 fresh		Sear	P ch Trials	Scroll Up Scroll Down Export	Reports	Exit
					All Parties V Suffix: V Exhibit Number:	Y Set Filter	On
Risd	Party	Suffix	Exhibit#	Part	Description	Restrictions View	Notes
	Gov		1		Hotel Receipt	View Exhibi	
	Gov		3		Photograph of Bank Interior	View Exhibi	t 🗶
	Gov		4		Diagram of House	View Exhibi	t 🗶
	Gov		06	а	Photograph of Burning Exterior of House	View Exhibi	t 🗶
	Gov		6	а	Photograph of Burning Exterior of House	View Exhibi	
	Gov		6	b	Photograph of Damaged Exterior of House	View Exhibi	<u>t</u> 🗶
	Gov		06	b	Photograph of Damaged Exterior of House	View Exhibi	t 🗶
	Gov		06	с	Photograph of Damaged Interior of House	View Exhibi	t 🗶
	Gov		6	с	Photograph of Damaged Interior of House	View Exhibi	t 🗶
	Gov		8		Police Radio	View Exhibi	t 🗶
	Gov		9		Photograph of Gun	View Exhibi	t 🗶
	Gov		12		Crime Lab Report	View Exhibi	t 🗶
	Gov		13		Miranda Form	View Exhibi	t 🗶
	Gov		33		Photograph of Bank Interior	View Exhibi	t 🗶
	Gov		44		Diagram of House	View Exhibi	t 🗶
	Gov		80		Police Radio	View Exhibi	t 🗶
	Gov		90		Photograph of Gun	View Exhibi	t 🗶
	Gov		А	1	Photograph of Gun Close-up	View Exhibi	t 🗶 🗸
?	Total: 31				Viewing all exhibits		

🗐 JER	S - View Ex	hibits (3:20	cr12345)								-		×
Ň	Э			ρ		~	\sim	•	ſ		à	ŀ	
Ret	fresh		Sear	ch Trial:	s	Scroll Up	Scroll D	own	Export	Repo	orts	Exit	
		(FILTER:	Party:	Gov ~	Suffix:	~	Exhibit Number:		•	Set Filter O	off	
Risd	Party	Suffix	Exhibit#	Part	Description					Restrictions	View	Note	is ^
												l.	
	Gov		3		Photograph of Ba	nk Interior					View Exhibit	1	
	Gov		4		Diagram of House	e					View Exhibit	1	
	Gov		06	a	Photograph of Bu	rning Exterior o	of House				View Exhibit	L	
	Gov		6	а	Photograph of Bu	rning Exterior o	of House				View Exhibit	L	
	Gov		6	b	Photograph of Da	maged Exterio	or of House				View Exhibit	1	

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 <u>edit notes</u> icon *a* allows the entry of private notes for each trial exhibit. These notes are <u>only</u> 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 <u>Search Trials</u> 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

🗐 JER	S - View Ex	hibits (3:20	lcr12345)			- 🗆 ×
Ref	9 fresh		Sear	р ch Trial	s Scroll Up Scroll Down	Reports
				Party:	All Parties V Suffix: V Exhibit Number:	Y Set Filter On
Risd	Party	Suffix	Exhibit#	Part	Description	Restrictions View Notes
	Gov		1		Hotel Receipt	View Exhibit
	Gov		3		Photograph of Bank Interior	View Exhibit
	Gov		4		Diagram of House	View Exhibit
	Gov		06	а	Photograph of Burning Exterior of House	View Exhibit
	Gov		6	а	Photograph of Burning Exterior of House	View Exhibit
	Gov		6	b	Photograph of Damaged Exterior of House	View Exhibit
	Gov		06	b	Photograph of Damaged Exterior of House	View Exhibit
	Gov		06	с	Photograph of Damaged Interior of House	View Exhibit
	Gov		6	с	Photograph of Damaged Interior of House	View Exhibit
	Gov		8		Police Radio	View Exhibit
	Gov		9		Photograph of Gun	View Exhibit
	Gov		12		Crime Lab Report	View Exhibit
	Gov		13		Miranda Form	View Exhibit
	Gov		33		Photograph of Bank Interior	View Exhibit
	Gov		44		Diagram of House	View Exhibit
	Gov		80		Police Radio	View Exhibit
	Gov		90		Photograph of Gun	View Exhibit
	Gov		A	1	Photograph of Gun Close-up	View Exhibit
0	Total: 31				Viewing all exhibits	

 JERS - Notes (Gov -6-a)
 ×

 All private notes for the current exhibit will appear here

 Image: Save
 Image: Close

 Image: Close
 Image: Close

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 <u>document</u>, <u>photograph</u>, or <u>audio/video recording</u>.

Click the **Export** button if you wish to <u>save a copy of the current trial's</u> <u>exhibits</u> to computer, USB drive, or DVD,

Click the **Reports** button to <u>produce various reports</u> for printing or publishing to PDF.

Click the exhibit's edit notes icon \checkmark 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

			•			M		L
Ref	resh		Sear	ch Trials	s Scroll Up Scroll Down Export	Repo	rts	Exit
				Party:	All Parties V Suffix: V Exhibit Number:	T	Set Filter Or	1
Risd	Party	Suffix	Exhibit#	Part	Description	Restrictions	View	Notes
	Gov		1		Hotel Receipt		View Exhibit	1
	Gov		3		Photograph of Bank Interior		View Exhibit	l.
	Gov		4		Diagram of House		View Exhibit	1
	Gov		06	а	Photograph of Burning Exterior of House		View Exhibit	
	Gov		6	а	Photograph of Burning Exterior of House		View Exhibit	
	Gov		6	b	Photograph of Damaged Exterior of House		View Exhibit	
	Gov		06	b	Photograph of Damaged Exterior of House		View Exhibit	1
	Gov		06	с	Photograph of Damaged Interior of House		View Exhibit	
	Gov		6	с	Photograph of Damaged Interior of House		View Exhibit	1
	Gov		8		Police Radio		View Exhibit	1
	Gov		9		Photograph of Gun		View Exhibit	1
	Gov		12		Crime Lab Report		View Exhibit	1
	Gov		13		Miranda Form		View Exhibit	1
	Gov		33		Photograph of Bank Interior		View Exhibit	1
	Gov		44		Diagram of House		View Exhibit	L
	Gov		80		Police Radio		View Exhibit	1
	Gov		90		Photograph of Gun		View Exhibit	1
	Gov		A	1	Photograph of Gun Close-up		View Exhibit	1

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

C	Reload list of exhibits for currently selected trial
ρ	Search for trial to retrieve
^	Scroll up list of exhibits
\checkmark	Scroll down list of exhibits
ſ	Export exhibit files to folder or external drive
	Print exhibit log reports
Ģ	Exit and close the JERS program



Tools: Testing the Recorder

JERS (Case: 3:20cr123456)	– 🗆 X									
Trial Exhibits Tools Help										
Run Capture Test Capture/Print Photo	↓ Exit									
┌ Convert Exhibit File										
Select Exhibit to Convert to MP4:										
Select exhibit to convert 🗸	Convert Exhibit									
• Replace exhibit • Create new exhibit (edit below)										
Party: Suffix: Exhibit#:										
•										
Choose option from Tools menu										





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

JERS (Case: 3:20cr123456)	_		\times
Trial Exhibits Tools Help			
Run Capture Test Capture/Print Photo		F Exit	
Convert Exhibit File	Convert E:	xhibit	
Party: Suffix: Exhibit#:	•		
3			
Choose option from Tools menu			

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.

- Convert Exh	nibit File ———					
S	elect Exhibit to Conve		_			
G	Gov-10-a	~			MPA	Convert Exhibit
•	Replace exhibit	• Create new exhibit (edit below)				
Party: G	ŝov ~	Suffix:	ß	Exhibit#: 10		- a

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.

- Convert Exhibit File-								
	Select Exhibit to Conv							
	Gov-10-a	~	MP4	Convert Exhibit				
	• Replace exhibit	Create new exhibit (edit below)						
Pa	rty: Gov 🗸	Suffix: 🛌 🕞 Exhibit#: 1	0	- a				

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: <u>http://jers.ncwd.circ4.dcn/</u>

You may also email the JERS team with questions at: jers@ncwd.uscourts.gov

	Туре	Computer Name	Date/Time 👻	^		
	Warning	SURB2-104920.ncwd.circ4.dcn	1/27/2020 11:47:01 AM			
Þ.	Information	SURB2-104920.ncwd.circ4.dcn	1/27/2020 11:28:04 AM			
	Information	SURB2-104920.ncwd.circ4.dcn	1/27/2020 11:27:39 AM			
	Information	SURB2-104920.ncwd.circ4.dcn	1/27/2020 11:27:17 AM			
	Warning	SURB2-104920.ncwd.circ4.dcn	1/27/2020 11:21:43 AM			
				Ľ		
1/27/2020 11:28:04 AM: Exhibit files successfully copied from folder [C:\JERS Demo Files\Import Test Indexed File Method Additional\] to folder [C:\JERS\EXHIBITS\1509\import\Gov_2\]: C:\JERS\EXHIBITS\1509\import\Gov_2\Ex. 30 Photograph of Bank Interior.JPG C:\JERS\EXHIBITS\1509\import\Gov_2\Ex. 40 Diagram of House.pdf C:\JERS\EXHIBITS\1509\import\Gov_2\Ex. 6-a Photograph of Burning Exterior of House.jpg						
C:\JERS\EXHIBITS\1509\import\Gov_2\Ex. 6-b Photograph of Damaged Exterior of House.jpg						
(?) Copy S Refresh						
Click Error Log to view detailed error history						

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

