

United States District Court
FOR THE EASTERN DISTRICT OF PENNSYLVANIA

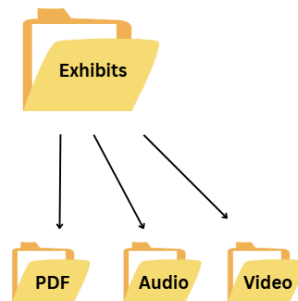
Protocol for Use of Electronic Evidence at Trial

The Court has developed a system that allows jurors to review admitted exhibits during deliberations without the need to replay recordings and present admitted evidence in open court. This approach is especially beneficial in cases involving extensive audio and video recordings and a substantial volume of documents.

Counsel shall confer and prepare a single, joint exhibit chart in PDF format that includes all exhibits admitted into evidence. Each exhibit must include a neutral, non-argumentative description. The exhibit chart shall be formatted as follows:

Exhibit No.	Description	Marked	Admitted	Witness
1	Audio recording of the collected works of Tiny Tim	[Date]	[Date]	[Name]
2	Video of the crash of the Hindenburg	[Date]	[Date]	[Name]
3	Copy of the Bill of Sale for the Louisiana Purchase	[Date]	[Date]	[Name]

Counsel shall provide the joint exhibit chart in the above format along with a USB flash drive containing the exhibits organized into three folders: (1) PDFs (documents), (2) Videos (AVI or other compatible format), and (3) Audio (WAV or other compatible format). Counsel shall ensure that each exhibit number in the exhibit chart is hyperlinked to the corresponding file in the appropriate subfolder. The Court will create an “Exhibits” folder on the laptop and place the table of exhibits and the three subfolders within it. The file structure on the laptop will be as follows:



The operation of the laptop will be demonstrated to the jury in the jury room prior to deliberations. During deliberations, the laptop will be connected to a projector to allow collective viewing of the exhibits. The Court may also provide a copy of the jury charge on the laptop.

The Court will have counsel agree on the record to the following:

1. The use of the laptop during deliberations, and
2. They have reviewed *all* the exhibits on the laptop and agree they are accurate copies of the exhibits admitted into evidence at trial.

Counsel shall prepare the joint exhibit chart with fully functioning hyperlinks, ensure all admitted exhibits are properly organized, place the chart and exhibits on a single USB flash drive, and deliver the USB flash drive to the Court for uploading to the court-provided laptop.