

## How to Submit Electronic Exhibit Files

- Electronic evidence files *must be* provided on a USB drive.
- Requirements for Exhibit File Types
  - All electronic evidence must be provided using the following formats:
    - Documents and Photographs: **.pdf, .jpg, .bmp, .tif, .gif**
    - Video and Audio Recordings: **.avi, .wmv, .mpg, .mp3, .mp4, .wma, .wav, .3gpp**
  - The individual file size of electronic evidence should not exceed **500MB**.
- Exhibit Formatting Instructions for Batch Importing
  - **File Naming Method**
    - Using any software or method, exhibit files must have a naming convention similar to the following:
      - **(exhibit number)\_(exhibit part)\_(exhibit description).(file extension)**
    - Example listing of valid exhibit file names:  
"1-a\_photograph.jpg", "12-2009\_Tax Statement.pdf", "35d\_.pdf",  
"12(a)\_camera footage.wmv", "7\_.wav"
    - **NOTE:** The use of the "underscore" character is required after the exhibit number even if a description is not being used.
- **\*\*\***Failure to comply with these requirements may result in files being returned to you for correction or other consequence as determined by the presiding judge**\*\*\***