

How to Submit Electronic Exhibit Files

- Electronic evidence files *should be* provided on a USB drive.
- Requirements for Exhibit File Types
 - All electronic evidence should 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
 - Exhibit files can be formatted in a manner that permits them to be batch imported into the JERS system. The two methods used are described below.
 - One of the two methods must be used.

1. Indexed File Method

- All files are provided on a USB drive.
- Along with the exhibit files, a text delimited index file named Exhibits.txt is also required.
- The Exhibits.txt file must contain the following "pipe" delimited layout:
Exhibit Number (optional Sub-Part) | Exhibit Description | Exhibit File Name

2. File Naming Method (**Preferred**)

- All files are provided on a USB drive.
- Using any software or method, exhibit files are renamed using a naming convention similar to:
(exhibit number)-(exhibit part)-(exhibit description).(file extension)
- The use of the "underscore" character is required after the exhibit number even if a description is not being used.
- 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"

Where is JERS Available

El Dorado

- Courtroom 2nd Floor

Fayetteville

- Courtroom 3rd Floor
- Courtroom 5th Floor

Fort Smith

- Courtroom 1st Floor
- Courtroom 3rd Floor

Hot Springs

- Courtroom 3rd Floor

Texarkana

- Courtroom 3rd Floor

The presiding judge will determine how and if JERS will be used during any trial.