



**United States District Court  
Middle District of Georgia**

## **USING JERS**

**Jury Trials in select courtrooms are utilizing the JERS system. This allows jurors to remain in the jury room while reviewing electronic evidence during deliberations.**

### **How to Submit Electronic Exhibit Files**

Electronic evidence files should be provided on a USB drive, DVD, or CD.

**\*\*\*ALL PDF's MUST BE FLATTENED! \*\*\***

A folder should be created on the drive, with the description of the party and case number.

- if plaintiff: **Plaintiff\_casenum ber**
- if defendant: **Defendant\_casenum ber**
- if joint: **Joint\_casenum ber**

### **File Naming Method**

- Exhibit files should be named using a naming convention similar to:  
**(exhibit number)-(exhibit part)\_(exhibit description).(file extension)**  
*Exhibit names should not contain apostrophe ' or quotation " marks*
- The use of the "underscore" character is required when an optional description of the exhibit is included and cannot be used elsewhere in the exhibit name.
- Example listing of valid exhibit file names:  
**12\_2009 Tax Statement.pdf, 35d.pdf, 12(a)\_camera footage.wmv**
- Save the exhibit files in the party\_casenum ber folder created on the USB drive, DVD, or CD.

### **Requirements for Exhibit Files Types and Limits**

All electronic evidence should be provided in the following formats:

- Documents and Photographs: **All documents and photographs should be submitted in PDF format. Maximum size limit is 50MB each**
- Video and Audio Recordings: **.avi, .wmv, .mpg, .mp3, .wma, .wav Maximum size limit is 512MB each**

Other questions should be directed to the courtroom deputy.

*UPDATED 1/16/2025*