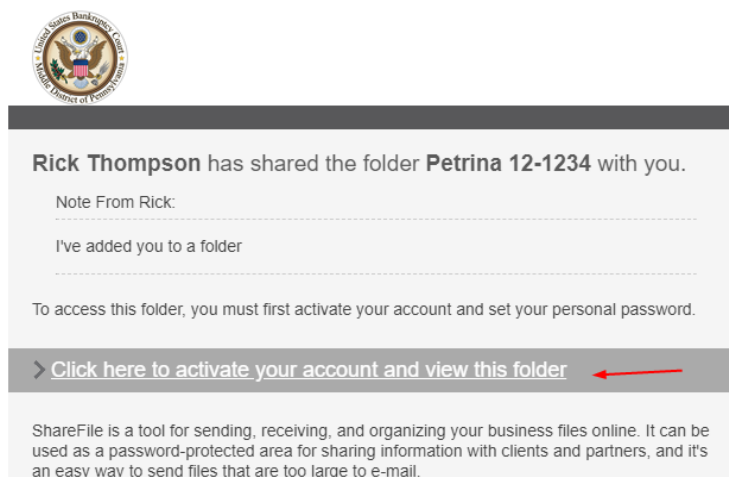


Electronic Evidence Presentation

How to Upload to the Cloud-based Evidence System (CES)

The court uses a cloud-based system (Citrix ShareFile) where files are uploaded to a case-specific folder. These files will be available during a hearing with a court-provided laptop.

1. The courtroom deputy will send you an email that contains a link to upload documents.



2. Open the email and click “Click here to activate...” link. Complete the contact fields and then click “Continue.” Create your own password and then click Save and Sign In. (Note: This account can be for future cases).
3. Click the link to Browse files or drag files into the box. Supported file formats include: Word, Excel, PDF, MP3, MP4, WAV, JPG, and PNG. Other file formats should be converted to PDF before uploading.

Be sure to follow the Court’s procedures on naming files.
[Party] – [Exhibit No.] – [Brief Description]
e.g. "Debtor - Exhibit1 - Residential Lease Agreement.pdf"

4. Each party to the case will receive an e-mail with a link to the Cloud Evidence System (CES). The link is specific to: (1) each attorney/party; and (2) the hearing/trial for which use of the EEPS was requested. This link must only be used with that specific hearing/trial and may not be used for any other hearing/trial.

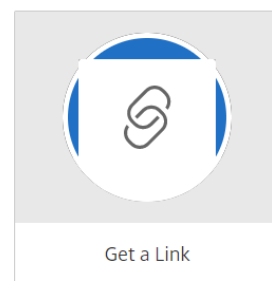
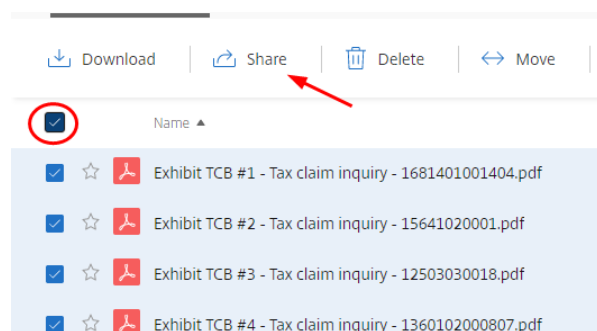
- At least three days before the hearing/trial¹ click the link and upload your exhibits/evidence to the CES (be sure to comply with the file naming/pre-marking requirements set forth above).

Tips

- you can re-use the link any time you want to add additional exhibits related to the specific hearing/trial. For example, impeachment or rebuttal evidence can be uploaded immediately prior to, or even during, the hearing.
 - you can add/delete/rename files that you have uploaded. The uploaded files can be opened on the court-provided laptop in the courtroom if you are presenting in person.
- If you are presenting in person, arrive at least thirty (30) minutes before your scheduled hearing/trial to ensure you have uploaded all necessary exhibits (including last minute exhibits), test connectivity, and ensure your exhibits are properly marked and ready for use at the hearing/trial.
 - The Court permits the remote presentation of evidence only with prior approval and upon compliance with L.R. 9074-1.* If you are presenting in Zoom, refer to the Remote Appearance Guide. It is highly recommended that you obtain your own Zoom account (the free version suffices) so that you can: (i) use the exhibit annotation feature; and (ii) have evidence to appear on a second monitor while also seeing the case participants and judge.
 - Note: Pursuant to L.R. 9070-1(b)(4), you must share the exhibits with opposing counsel/parties.**

The CES system provides a file share option that may be used; however, it remains your responsibility to ensure that all exhibits have been shared with opposing counsel/parties. Potential delivery methods may include email, Dropbox, Google Drive, etc.

To use the CES system, select the files you wish to share (or click the box to select all files), click the “Share” button, and then click the option to “Get a Link.” Send the link via your email system to opposing counsel/parties.



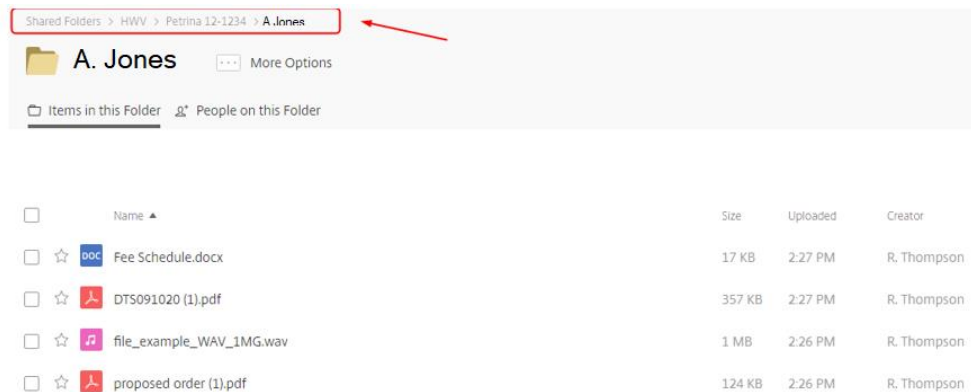
Copy and paste a link into your email, document, or chat message.

¹ As a general rule and subject to Local Rule 9070-1, attorneys and parties should upload their exhibits and share them with the other parties at least three days prior to the scheduled hearing or trial. It is up to the discretion of the presiding judge whether to accept exhibits uploaded less than three days in advance.

How to Display Evidence in Court

The courtroom deputy will provide a laptop and set up the video connections.

In the left panel, click on Shared Folders, then the presiding judge's initials, then the case name/number, then the name of the presenter. Select the document you wish to display.



When a document is opened, it will appear on all monitors in the courtroom (including for the Judge, witness, and counsel tables).

Document Annotation (Wilkes-Barre only)

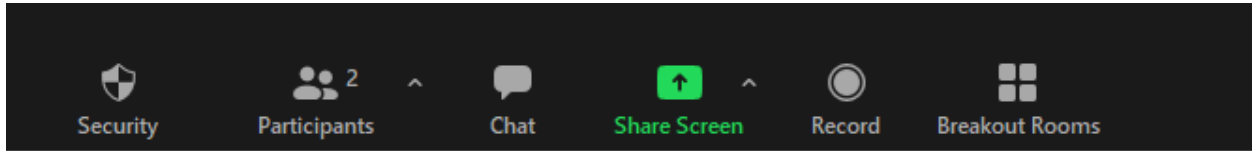
In Wilkes-Barre, the monitors at the witness stand and at the podium are touch screens that can be used to annotate the presented document. When the upper-right corner of the screen is pressed, a list of drawing tools will appear. These tools include the ability to highlight text or draw lines, circle, or arrows to emphasize a part of the document. If you wish an annotated document to be entered as an exhibit, you must request the courtroom deputy to save the annotated document.

Document Camera

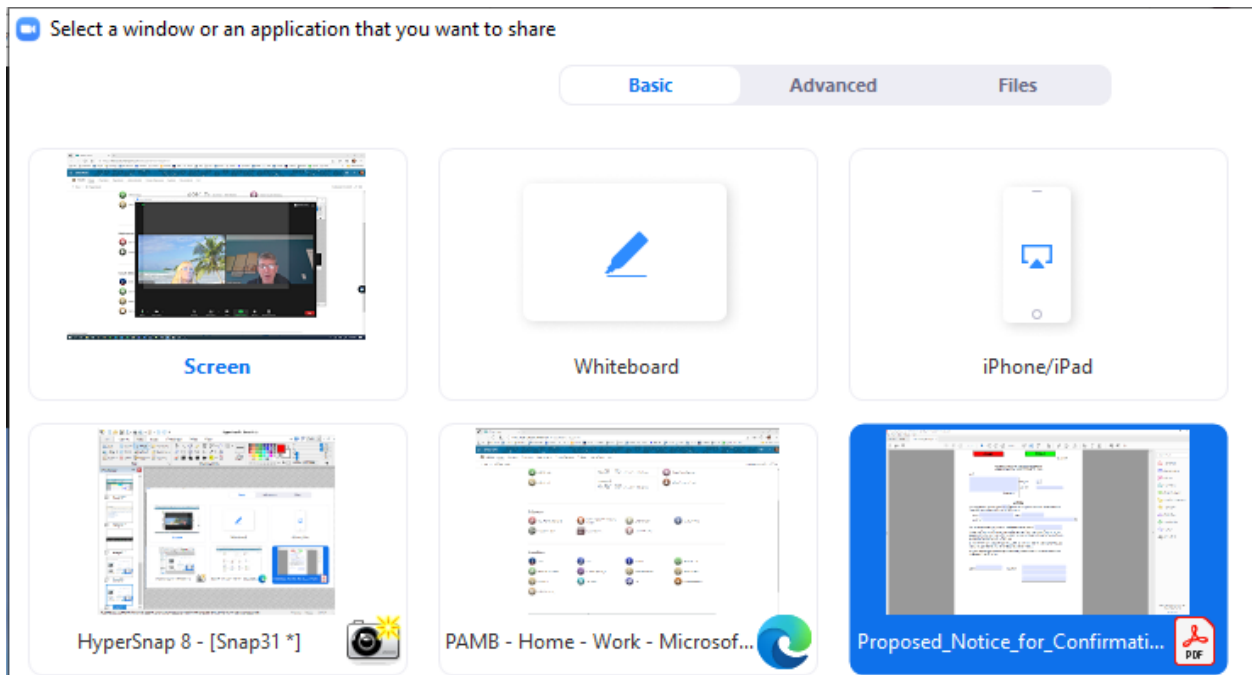
All three courtrooms have a document camera that can be used to present paper evidence on the courtroom monitors. Alert the courtroom deputy before the hearing to use the camera.

How to Display Evidence in Zoom

Evidence may be presented remotely through Zoom only with the prior permission of the Court and compliance with L.R. 9074-1. When you are asked to present evidence, navigate to the Zoom control bar and click Share Screen.



A screen will appear asking what you want to share. Choose either screen (all participants will be able to see everything you have open on your desktop or a specific application like Acrobat).



When you have completed your presentation, click the link at the top to stop sharing.

