

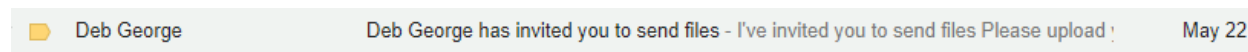
Electronic Evidence Presentation

How to Upload to the Cloud-based Evidence System

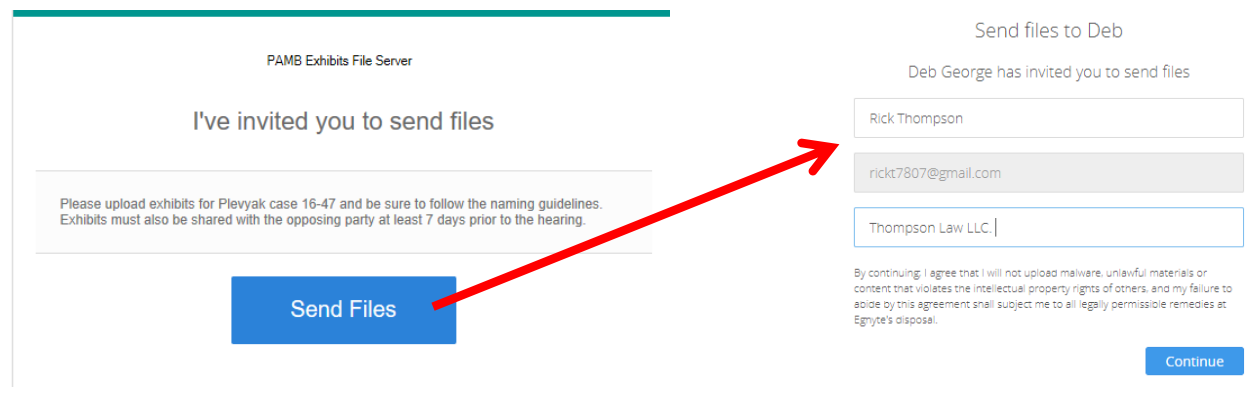
The court uses a cloud-based system where files are uploaded to a case-specific folder and can be displayed during a hearing with a court-provided laptop. This is a three-step process.

Step 1: Complete the [Courtroom Technology Request form](#) for the desired case.

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



Step 2: Open the email and click the “Send Files” link. Complete the contact fields and then click “Continue.” (Note: The link can be used more than once to upload additional documents).



Step 3: Click the link to add files or drag files into the box.

Supported file formats include: PDF, MP3, MP4, WAV, JPG, and PNG.

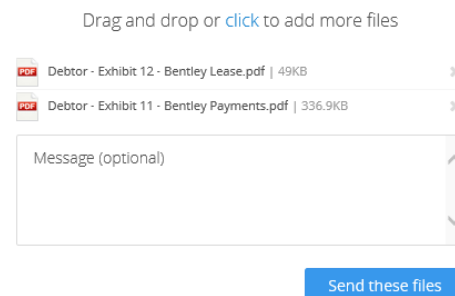
MS Word, MS Excel, or WordPerfect files must be converted to PDF before being uploaded.

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

Print or save this screen as a record of the files that will be available at the hearing.

Click “Send these files” to upload the files.

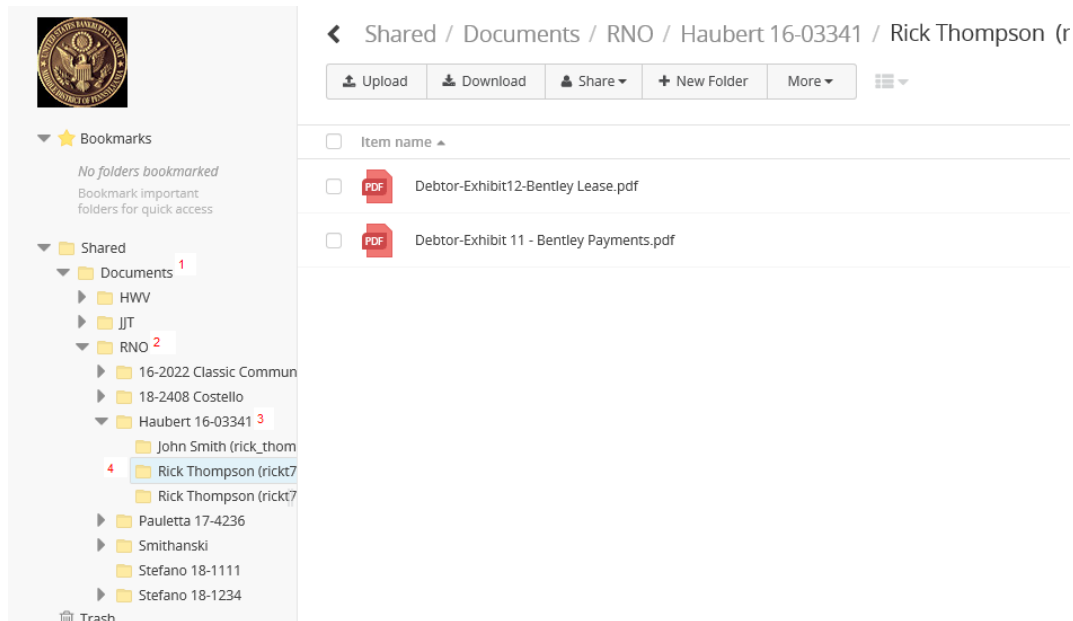
Be sure to share a copy of the exhibits with opposing counsel/parties.



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 Documents (1), then the presiding judge's initials (2), then the case (3), then the name of the presenter (4). 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.