

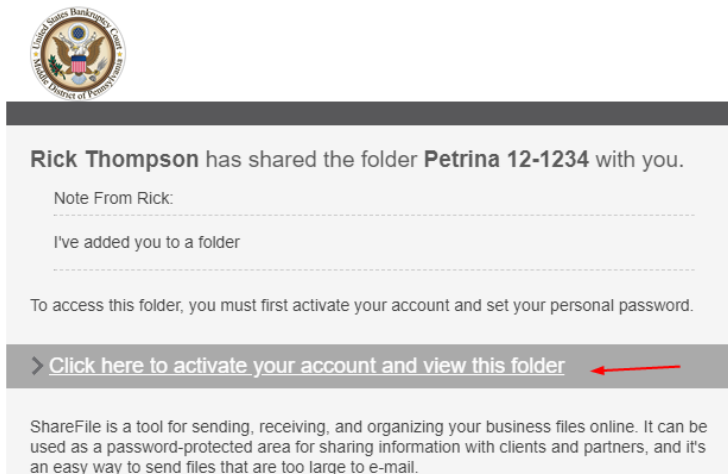
# Electronic Evidence Presentation

## How to Upload to the Cloud-based Evidence System

The court uses a cloud-based system (Citrix ShareFile) 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: The courtroom deputy will send you an email that contains a link to upload documents.



Step 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).

Step 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]

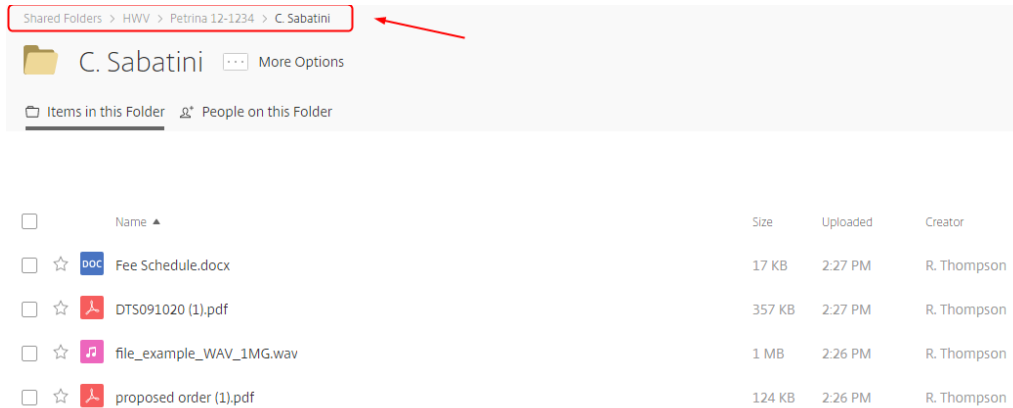
e.g. "Debtor - Exhibit1 - Residential Lease Agreement.pdf"

**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 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.