

## **Guidelines for Submission of Exhibits for District Judge Elizabeth E. Foote**

All parties are directed to present their own exhibits during any court proceeding or trial. Please contact Judge Foote's Courtroom Deputy, Robin Enkey, should you need any assistance on exhibit submission or Courtroom Technology Training at (318)934-4717 or email [Robin\\_Enkey@lawd.uscourts.gov](mailto:Robin_Enkey@lawd.uscourts.gov).

### **Submission of Exhibits During Court Proceedings:**

1. Plaintiff's and Defendant's exhibits must follow a specific alpha-numeric naming scheme when offering exhibits into evidence.

Examples:

P01-001 Plaintiff's exhibit No.1 page 1

P01-002 Plaintiff's exhibit No.1 page 2

P25-001 Plaintiff's exhibit No.25 page 1

D01-001 Defendant's exhibit No.1 page 1

2. Additional parties, including any additional plaintiffs, should use separate letters and/or numbers in their alpha-numeric naming scheme.

Examples:

P01-001 Plaintiff's exhibits

D01-001 Defendant's exhibits

G01-001 Government's exhibits

P201-001 Additional Plaintiff – Plaintiff 2 exhibits

D201-001 Additional Defendant – Defendant 2 exhibits

3. At the end of the court proceeding, the Courtroom Deputy will confirm, with each party, on what exhibits were admitted ensuring the information matches.

### **Submission of Trial Exhibits Prior to Trial:**

1. Counsel shall submit two paper copies of trial exhibits to Chambers the week prior to the trial. Paper copies shall be submitted in three-ring binders. Binders should not exceed 2-inches. Each Exhibit should be separated by a numbered tab and a descriptive index of exhibits shall also be provided.
2. Should a party use charts, diagrams, or other demonstrative exhibits, they are required to:
  - a. Provide a copy to the Court prior to trial.
  - b. Obtain permission from the Court prior to the trial if using a demonstrative aid in opening statements.
3. Plaintiff's and Defendant's exhibits must follow a specific alpha-numeric naming scheme.

Examples:

P01-001 Plaintiff's exhibit No.1 page 1

P01-002 Plaintiff's exhibit No.1 page 2

P25-001 Plaintiff's exhibit No.25 page 1

D01-001 Defendant's exhibit No.1 page 1

4. Additional parties, including any additional plaintiffs or defendants, should use separate letters and/or numbers in their alpha-numeric naming scheme.

Examples:

P01-001 Plaintiff's exhibits

D01-001 Defendant's exhibits

G01-001 Government's exhibits

P201-001 Additional Plaintiff – Plaintiff 2 exhibits

D201-001 Additional Defendant – Defendant 2 exhibits

5. At the end of each trial day, the Courtroom Deputy will confirm, with each party, on what exhibits were admitted ensuring the information matches.

#### **Submission of Exhibits After Court Proceedings/Trial:**

**ALL** exhibits must be submitted to the Courtroom Deputy via hardcopy or on a portable data storage device (i.e., flash drive, CD, etc.) at the conclusion of the proceedings or a date determined by the Court. If a portable data storage device is submitted, the exhibits must follow specific formatting according to the below specifications:

1. Portable storage devices should be labeled with the following information: Case Number, Case Name, and Party submitting the device.
2. Image format should be in \*PDF format. If another file format is going to be used, you must first clear it with the Electronic Courtroom Administrator, Brent Norris, to make sure it will work with the Court's presentation software. Mr. Norris can be reached at (337) 593-5006.
3. Please ensure to **FLATTEN** all PDF documents prior to saving on portable data storage device.
4. Please ensure that each exhibit is less than **50 MB** each. If larger than **50 MB**, you will need to split the file into smaller portions and name accordingly.
5. Parties are required to save each exhibit by the exact name of exhibit.

Examples:

P01-001: John Doe Expert Report 01.01.2023

P02-001: John Doe Curriculum Vitae

D01-001: Crash Scene Diagram

D02-001: Vehicle Photo 1

6. **SEALED** exhibits must be submitted on a separate portable storage device (flash drive) than **UNSEALED** exhibits.
7. **REDACTED** exhibits should be submitted with the Unsealed exhibits and be labeled accordingly.