

## **Uniform Instructions for Presentation of Electronic Exhibits**

The Merced Superior Court will not provide technical assistance for the prosecution or defense in the presentation, playback, review or submission of electronic exhibits and/or electronic evidence at any hearing, court trial or jury trial. Electronic exhibits include, but are not limited to VHS videotapes, DVD's, power point presentations, audio tapes and digital images.

Electronic exhibits presented in court shall conform to the following standards:

1. Electronic exhibits presented as evidence shall contain only the content that is to be viewed and heard by the judge and jury.
2. In an effort to protect both the prosecution and defense, the court will not provide an IT staff member to playback and/or review electronic exhibits.
3. Static digital images, such as photographs and Power Point style presentations must be submitted in both electronic and printed format. Other types of media must be submitted in a format compatible with those authorized by the Court. A list of compatible formats is maintained on the Court website.
4. Any equipment required to view and/or listen to electronic exhibits including laptops, projectors, DVD/CD players is the responsibility of the party who presents the evidence. Some audio-video presentation equipment may be available through the Court upon request, provided the court receives the Audio-Video Equipment Request Form 2 court days prior to the scheduled court date and time. The form and a list of available audio-video equipment is on the Court website.

The Standing Order will remain in full force and effect until such time as it may be incorporated into the Local Rules of Court. On such date, this Standing Order will sunset.

## **Court Authorized Electronic Evidence Formats**

### **Cassette Tapes**

1. standard audio cassette tape

### **CD-ROM/CD-R/CD-RW**

1. music CD
2. video CD format
3. MP3 audio tracks and JPEG image files of format conforming to ISO 9660 Level 1/Level 2, or its extended format, Joliet
4. KODAK Picture CD format
5. .av format packaged with appropriate Insight AV Player files.

### **DVD-ROM/DVD+RW/DVD+R/DVD-RW/DVD-R\***

1. MP3 audio tracks and JPEG image files of format conforming to ISO 9660 Level 1/Level 2, or its extended format, Joliet
2. S8 cm DVD+RW, DVD-RW, and DVD-R recorded with a DVD Video camera
3. .av format packaged with appropriate Insight AV Player files.

#### \* Following formats are not acceptable:

- a. Formats not listed above.
- b. PHOTO CD format
- c. Data part of CD-Extras
- d. DVD Audios
- e. HD layer on Super Audio CD's
- f. DVD-RAM's
- g. DVD VIDEO's with a different region code
- h. A disc recorded in a color system other than NTSC
- i. A non-standard shaped disc (e.g. card, heart)

### **Documents**

1. PDF-A
2. Microsoft Office compatible format

### **Images**

1. JPEG
2. GIF
3. PNG
4. TIFF