

Digital evidence

As with all evidence, you need the original for the Court, a copy for each other party and a copy for yourself.

- Put a copy of all digital evidence on something that can be kept in the file. This means CD or thumb drive.
- Test the drive or disks you make for the Court and other side to be SURE that the files are not corrupted.
- Bring in a device to play your evidence on. Do not count on having equipment available in the Courtroom. Test this part of the presentation on your equipment before you come to Court.
- The Court does not have tech support available. You are responsible for making this work.
- If you are submitting documents by email, submit them in .PDF format. Open each file to make sure it was not corrupted. Name each file something logical. It helps to put your proposed exhibit number in the file name. Example: Petr Exhibit 1 Three Photos of Birthday party DATE, Petr Exhibit 2 Texts from NAME to NAME from DATE to DATE. Etc.
- Print out e-mails, texts, etc. as exhibits. Print them out in a font size the Judge can read. Check a page for legibility before you print out many, many pages.
- For video files, make a copy for the Court and for the other party on a thumb drive or CD/DVD. Use .MP4 or .AVI video format. If you have the file in a different format, convert it to one of these. You should be able to find free file conversion programs on the internet.
- For audio files, make a copy for the Court and for the other party on a thumb drive or CD/DVD. Use .MP3 audio format. If you have the file in a different format, convert it to .MP3. You should be able to find free file conversion programs on the internet.
- For **ALL** video and audio evidence, you also have to provide a transcript so the Court and other party can read along.
- Apple / iOS formats are not compatible with the Courthouse computers.
- If the evidence is on a phone (or similar) and you do not provide a copy on CD or thumb drive, the Clerk still has to keep the evidence. That means you will not get the phone or tablet back until the time the Clerk is allowed to return exhibits. Nobody wants that scenario.