

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF FLORIDA**

Quick Reference Guide to Electronically Filing Trial Exhibits

Pursuant to Administrative Order 2016-70, unless otherwise ordered by the presiding judge, counsel must electronically file admitted exhibits within three (3) days of the conclusion of any trial or hearing. This Guide will aid you in complying with this new Order.

Pre-Trial Preparation. Before any hearing, make electronic copies of documentary exhibits and take pictures of non-documentary physical exhibits, including contraband, since most admitted exhibits will not be available for copying at the conclusion of hearings.

End of Trial Procedure. At the end of a proceeding, the Clerk’s Office will retain documentary exhibits. Unless otherwise directed, counsel will retain non-documentary physical exhibits and contraband pending electronic submission of photographs.

Counsel’s Post-Trial Responsibilities. *Within three (3) days* -- Electronically file documentary exhibits and photos of non-documentary physical exhibits.

- **Sealed Civil Exhibits** – Electronically file these using sealed event.
- **Sealed Criminal Exhibits** – These must be conventionally filed not electronically filed.
- **IMPORTANT REMINDER** -- Electronically filed exhibits are subject to CM/ECF Administrative Procedures, Section 6, “Redaction of Personal Information, Privacy Policy, and Inappropriate Materials.”
- **Audio or Video Exhibits** – Copies of these must be conventionally filed in CD, DVD or another medium format.

Summary of Filing Requirements:

	Documentary Exhibits	Sealed Exhibits	Non-Documentary Exhibits, e.g., Contraband, Guns, Oversized	Audio/Video Recordings
Civil	Electronic	Electronic*	Electronically file photograph	Conventionally file copy on CD, DVD
Criminal	Electronic	Conventional	Electronically file photograph	Conventionally file copy on CD, DVD

** Only use sealed events; conventionally file if entire case is sealed*

Events for Filing Exhibits in CM/ECF. The exhibits should be filed using the “Exhibits” event under the “Trial Documents” category. The event includes a prompt to attach a “Main Document” and “Attachments.”

- **The “Main Document”** should be an index of exhibits filed within that entry. The index should include exhibit numbers and a brief description of each exhibit. If exhibits are filed as a batch, include the corresponding page on which the exhibit can be found.

- **The “Attachments”** will be the actual exhibits. Select “Exhibit” in the “Category” selection for each attachment. In the description field, only enter the exhibit number(s) for that specific attachment.

• **Single or Batch Exhibits** are acceptable, as long as the description box notes the exhibit number(s) in the attachment. You may upload multiple attachments. Each attachment file may not exceed 50MB.

Conventionally Filed Exhibits. Most of these may be filed with the Courtroom Deputy at the conclusion of a hearing. For any that were not filed with the Courtroom Deputy, contact the appropriate Exhibits clerk at the Clerk’s Office location whether the proceeding was held.

Certificate of Compliance Re Admitted Evidence. After electronically filing exhibits you must file a “Certificate of Compliance Re Admitted Evidence”. You will 1) certify that you have electronically filed those exhibits that you are required to file, and 2) list those exhibits retained by you and the Clerk.

Return of Exhibits. After the Certificate is filed, the Clerk will issue a notice for counsel to pick up exhibits. The notice will set a deadline for doing so and non-compliance may result in action by the presiding Judge.

Safekeeping. Any original exhibits returned to or retained by the filing party shall be kept for safe keeping until the conclusion of any appeals. Upon order of the Court, the filing party must return the original exhibits to the Clerk of Court.

If you have any questions, please call the Help Desk at (888) 318-2260.

November 30, 2016