

**IN THE UNITED STATES DISTRICT COURT  
SOUTHERN DISTRICT OF IOWA**

IN THE MATTER OF:

SUBMISSION OF EXHIBITS TO COURT

**ORDER**

**PUBLIC ADMINISTRATIVE ORDER**

**No. 24 - AO - 5 - P**

The following process shall be used for all audio and video evidence submitted to the Court in all Southern District of Iowa cases unless the Court has filed an Order exempting a party from compliance.

1. Audio and video evidence that cannot be submitted via ECF shall be submitted to the Court through Box.com, regardless of the purpose of submission (E.g., Motion to Suppress, Detention Hearing, Trial).
2. A party may request Box.com submission information from chambers at any time. Prior to requesting submission information, the parties shall meet and confer about evidence being submitted to the Court.
3. Unless otherwise directed by the judge presiding over the relevant hearing or trial, parties shall submit exhibits by 8:00 a.m. on the business day preceding the day of the hearing or trial where the exhibit shall be considered.
4. In compliance with F.R.C.P. 403, counsel shall limit evidence submissions to the size and scope necessary for presentation to the Court. Counsel shall meet and confer to trim files to the content necessary. Counsel shall not upload entire files unless the entire file serves an evidentiary purpose.
5. Files uploaded to Box.com shall use the following naming protocol unless they are for trial, or a different naming convention has previously been established by the parties and the Court for the case. (For trial exhibits, see 6.c. below).
  - a. Party Name\_type of media (video or audio)\_numerical for upload (E.g. Collins\_video\_1).



FILED

By: Clerk's Office, Southern District of Iowa  
4:05 pm, Nov 13 2024

6. Prior to trial, chambers shall provide the parties with specific instructions for submission to Box.com. Evidence submitted for trial shall comply with the Jury Evidence Recording System (JERS) guidelines:

- a. Video and audio recordings shall be one of the following file types: .avi, .mpg, .mpeg, .mp3, .mp4, .wav, .wma, .wmv, .asf, .m4a, .m4v, .3gpp.
- b. Files shall not be larger than 500 MB.
- c. Trial exhibit file names must be: the number or letter of the exhibit, an underscore, the exhibit description, and the file extension (*exhibit number or letter\_exhibit description.file extension*), as in the examples below:

1\_camera footage.wmv  
2\_contract.jpg

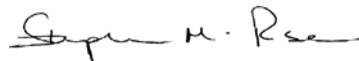
If an exhibit has sub-parts, naming should follow these examples:  
*Exhibit number-exhibit subpart\_exhibit description.file extension*

1-a\_photo of store from east view.jpg  
1-b\_photo of store from west view.jpg

7. To be complaint with Local Rule 83E, parties shall file a placeholder on ECF for each exhibit submitted via Box.com.

**IT IS SO ORDERED.**

Dated this 13th day of November, 2024.



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**STEPHANIE M. ROSE**, Chief District Judge  
United States District Court