

## **Format Requirements for Electronic Exhibits**

The U.S. District Court for the Southern District of California provides evidence presentation equipment in all courtrooms. There are also large displays with a computer in the jury deliberation rooms for jurors to view electronic exhibits.

### How to submit Electronic Exhibits Files

Electronic evidence files shall be provided on a USB drive.

### File Type Requirements

All electronic evidence must be provided using the following formats:

Documents and Photographs: .pdf, .jpg, .bmp, .tif, .gif

Video and Audio Recordings: .avi, .wmv, .mp3, .mp4, .wma, .wav, .3gpp

Regarding the file size of electronic evidence, individual files should not exceed 500MB. If possible, exhibits approaching or exceeding this size limit should be separated into multiple files. Note, PDF documents can often be reduced significantly in size by using tools such as Adobe's "Reduce File Size" feature. Images can be significantly reduced in file size by lowering its resolution or dimensions, usually with minimal affect to viewing quality.

In addition, exhibit files are not to be encoded with any proprietary software, and must be readable by computers running Microsoft Windows software without the need to install any additional proprietary tools.

Documents and images must be properly oriented for viewing.

Submission of noncompliant exhibits violates Local Rules. If the Court determines that a submitted exhibit does not meet the above requirements, the Court will request that it be resubmitted in a format that complies with the requirements defined above.