

# TECHNICAL SPECIFICATIONS FOR SUBMISSION OF JUDGE'S ELECTRONIC COPIES OF TRIAL EXHIBITS

## JUDGE EDWARD W. NOTTINGHAM

To facilitate note taking, factual findings, and trial rulings, I use inData Director Suite software to view, annotate, highlight, and otherwise mark the **judge's copies** of electronic exhibits from CDROM. This software manages electronic exhibits and provides on-screen annotation tools and multiple zoom capabilities.

All CDROM exhibit disks must be submitted in the following format according to the following specifications:

1. Disk should be labeled with the following information: case number, case name, identity of party submitting disk, revision number, and revision date.
2. All images contained on the disk must be in \*.TIF or \*.JPG file format and should NOT be burned to the disk into individual folders for each exhibit. In other words, each file should be burned to the root of the CDROM. The preference is that files be burned to the CDROM at the lowest speed available to the litigant.
3. ***Exhibits containing multiple pages must be scanned as multiple files*** (no multi-page \*.TIF files), using appropriate naming schema (see below).
4. Plaintiff's exhibit image files must follow a numeric naming schema. Use as many lead zeros as you need in order to make sure that the software organizes the exhibits in numerical order, *i.e.*, exhibit 2 appears after exhibit 1 and before exhibits 10, 15, 100, and 1000. For a multi-page exhibit, use a dash after the exhibit number, followed by two or more lead zeroes, to create a properly-organized separate file for each page of the exhibit. *Examples:* (1) each single page exhibit in a set of 1000 exhibits would be numbered 0001-001.TIF, 0002-001.TIF, 0003-001.TIF, etc., . . . 1000-001.TIF; (2) a single exhibit containing 999 pages in such a set would be numbered 0001-001.TIF, 0001-002.TIF, etc., . . . 0001-999.TIF. If an exhibit contains more than 999 pages, add an additional lead zero to preserve proper order of pages.
5. Defendant's exhibit image files must use an alpha-numeric naming schema. Follow the directions for naming plaintiff's exhibits, but preface all numbers with the letter "A", *e.g.*, A0001-001.TIF, A0001-002.TIF, A0002-001.TIF, etc., . . . A1000-999.TIF.
6. Additional parties, including any additional plaintiffs, should use separate letters in their alpha-numeric naming scheme.
7. If you have more exhibits after the CDROM is submitted to the court, you may deliver a supplemental CDROM with the additional exhibits. Be sure that the file name for any new exhibit differs from the name of every previously-submitted exhibit, so that I can put them in the same software folder on my computer.
8. CDROM disks should be submitted at the Trial Preparation Conference.
9. Questions should be directed to Keith Diederichs in the court's automation department, 303-335-2012 or 303-335-2020.