

IN THE UNITED STATES DISTRICT COURT
FOR THE WESTERN DISTRICT OF WISCONSIN

IN RE: STANDING ORDER GOVERNING THE USE
AND SUBMISSION OF ELECTRONIC EVIDENCE

ADMINISTRATIVE
ORDER 434

1. A party may submit electronic evidence to the court by sharing the evidence with the court via Box for Federal Government — the preferred method — or by submitting the evidence on a flash drive. Box for Federal Government is a secure service offered by the court as an alternative to digital storage devices. Box for Federal Government can be used to submit documents, spreadsheets, video files, and other kinds of evidence that cannot be filed in CM/ECF. Questions about Box for Federal Government should be directed to the clerk's office.
2. Each party shall submit a complete set of its pre-marked trial exhibits at least one week before the final hearing in a criminal case or the final pretrial conference in a civil case. A party that uses Box for Federal Government will have "view/upload" rights to its own folder. Only court users may delete files or view or alter the contents of another party's folder.
3. Electronic evidence must be submitted in one of the following formats: .pdf, .jpg, .bmp, .tif, .gif, .avi, .wmv, .wma, .wav, .mpg, .mp3, .mp4 or .3gpp. **Zip files and other multi-file archives are specifically prohibited.**
4. The size of individual files shall not exceed 1 gigabyte.
5. Trial exhibits must follow a specific naming convention. A party may be required to resubmit trial exhibits that are not named as follows:

Case Number_Party Role_Party_Name_Exhibit Number.
For example: 23-cv-123_Defendant_ABC Insurance Company_Exhibit 501
6. Before closing arguments in a jury trial, each party must collect any evidence that it intends to submit to the jury, including electronic evidence, and must provide that evidence to the courtroom deputy. Electronic evidence file names must correspond unambiguously with exhibit numbers used during the trial. Electronic storage devices

shall contain only evidence that has been approved for the jury and shall not contain any other files or information.

7. Any request for relief from this order must be presented in a timely motion in limine.

Entered: July 30, 2024.

BY THE COURT:

/s/

JAMES D. PETERSON
Chief District Judge