

<b>HOW TO FILE CRIMINAL TRIAL EXHIBITS (Attorney instructions)</b>	5/30/2024
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## **REFERENCE**

Local Rule 83E(d) – Exhibits

**Custody with Clerk of Court.** All exhibits offered or received into evidence at a trial or hearing must be electronically filed via ECF by the party offering the exhibit. If an exhibit cannot be electronically filed (such as physical evidence) it must be left in the custody of the Clerk of Court, except as provided in sections (e) and (f) of this rule. Until judgment in a case becomes final, exhibits may not be taken from the custody of the Clerk of Court, except upon order of the court and the execution of a receipt.

## **HOW TO FILE**

Generally, only one docket entry should be used for filing all exhibits admitted in trial and one docket entry should be used for filing all exhibits offered but not admitted in trial. However, in instances where you need to file both sealed and unsealed exhibits, you will create one entry for sealed exhibits and one entry for unsealed exhibits.

## **UNSEALED EXHIBITS**

Only one docket entry should be used for filing all **unsealed exhibits**. DO NOT create an individual docket entry for each exhibit.

1. Go to the Criminal tab
  - Go to Other Filings
    - Select Notices
    - Select: Notice of Filing of Exhibit(s)
  - Next
  - Enter the case number
  - Next
  - Next
  - Next

2. Select from the choices on the below screen:

**Choose the appropriate option (Select Other Exhibits for non-trial related filings):**

- Plaintiffs Exhibit(s) Admitted in Trial
- Defendants Exhibit(s) Admitted in Trial
- Plaintiffs Exhibit(s) Offered but Not Admitted in Trial
- Defendants Exhibit(s) Offered but Not Admitted in Trial
- Plaintiffs Other Exhibit(s)
- Defendants Other Exhibit(s)

Next

Clear

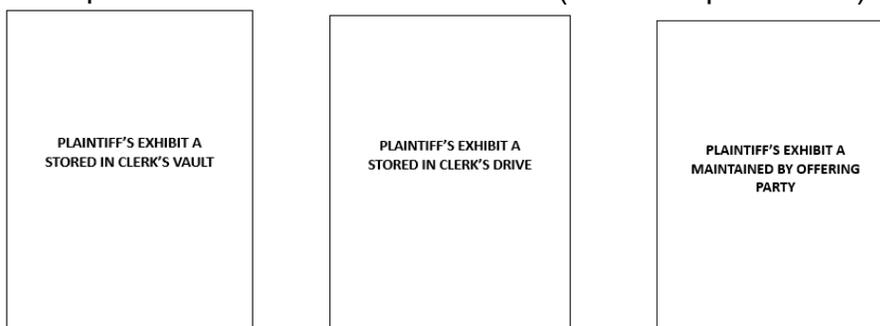
- Next

3. On the document attachment screen:
  - Main Document – attach the Notice of Filing Exhibit form you completed (located under “Attorney Info” and then the “Forms” tab)
  - Each unsealed exhibit should be a separate attachment
    - Each exhibit should be properly named
    - From the Category drop down menu select “Exhibit”
    - In the Description text box type the letter/number or description of your exhibit

**DO NOT type the word “Exhibit” in the Description box**

Attachments	Category	Description
1. <input type="button" value="Choose File"/> TEST Doc.pdf	Exhibit	A <input type="button" value="Remove"/>

4. For physical exhibits or thumb drive/CD/DVD delivered to the clerk’s office:
  - A PDF place marker page should be created and uploaded with a description where the exhibit is located (see examples below)



- From the Category drop down menu select “Exhibit”
- In the Description text box type the letter/number of your exhibit followed by one of the following:
  - “Stored on clerk’s drive” (i.e. thumb drives/CDs/DVDs)
  - “Stored in clerk’s vault” (i.e. physical exhibits)
  - “Maintain by offering party”

**DO NOT type the word “Exhibit” in the Description box**

Attachments	Category	Description
1. <input type="button" value="Choose File"/> TEST Doc.pdf	Exhibit	A - stored on clerk's drive <input type="button" value="Remove"/>

5. After all of the unsealed exhibits or place markers have been uploaded and named, click Next
  - Select the party filing the document
  - Click Next

- The next screen will ask if you want to link this entry to another document filed in this case. You must link this entry to the last day of trial minute entry
- Put a check in the box

Should the document you are filing link to another document in this case?  
Filed  to   
Documents  to

- Click Next
- The next screen will pull up the docket with the documents you can link to
  - Find the Minute Entry for the last day of the trial
  - Click the box on the left to select the entry you are linking to
  - Next
  - Next
  - Click Next to finalize your filing

## SEALED EXHIBITS

Only one entry should be used for filing all **sealed exhibits**. DO NOT create an individual docket entry for each exhibit.

1. Go to the Criminal tab
  - Go to Sealed Document – Docket Text Public
    - Select: Sealed Other Documents – Docket Text Public
    - Select: Notice of Filing of Sealed Exhibits (SEALED) AP-DTP
  - Next
  - Enter the case number
  - Next
  - Next
  - Next
  - Next
  - Next

2. Select from the choices on the below screen:

**Choose the appropriate option (Select Other Exhibits for non-trial related filings):**

Plaintiffs Exhibit(s) Admitted in Trial  
 Defendants Exhibit(s) Admitted in Trial  
 Plaintiffs Exhibit(s) Offered but Not Admitted in Trial  
 Defendants Exhibit(s) Offered but Not Admitted in Trial  
 Plaintiffs Other Exhibit(s)  
 Defendants Other Exhibit(s)

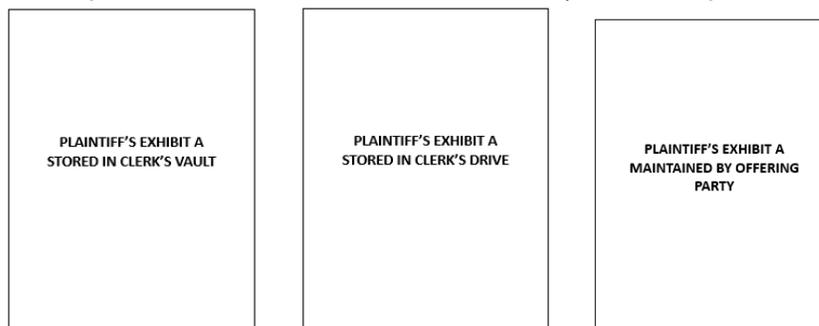
- Next

3. On the document attachment screen:
  - Main Document – attach the Notice of Filing Exhibit form you completed (located under “Attorney Info” and then the “Forms” tab)
  - Each sealed exhibit should be a separate attachment
    - Each exhibit should be properly named
    - From the Category drop down menu select “Exhibit”
    - In the Description text box type the letter/number or description of your exhibit

**DO NOT type the word “Exhibit” in the Description box**

Attachments	Category	Description
1. <input type="button" value="Choose File"/> TEST Doc.pdf	Exhibit	A <input type="button" value="Remove"/>

4. For physical exhibits or thumb drive/CD/DVD delivered to the clerk’s office:
  - A PDF place marker page should be created and uploaded with a description where the exhibit is located (see examples below)



- From the Category drop down menu select “Exhibit”
- In the Description text box type the letter/number of your exhibit followed by one of the following:
  - “Stored on clerk’s drive” (i.e. thumb drives/CDs/DVDs)
  - “Stored in clerk’s vault” (i.e. physical exhibits)
  - “Maintained by offering party”

**DO NOT type the word “Exhibit” in the Description box**

Attachments	Category	Description
1. <input type="button" value="Choose File"/> TEST Doc.pdf	Exhibit	A - stored on clerk's drive <input type="button" value="Remove"/>

5. After all of the unsealed exhibits or place markers have been uploaded and named, click Next

6. The next screen lets you select who should have access to the sealed exhibit entry. Select the appropriate parties by holding down the CTRL key and using the mouse to select multiple parties as instructed below, click Next

**Sealed Other Documents - Docket Text Public**  
[1:22-cr-00001 USA v. Doe](#)

You must select the USA, USP (and PROBATION OFFICER if there is one) and the Defendant to whom the document relates.  
Hold the Ctrl key down and use the mouse to select the parties

**Select the Party:**

USA [pla]  
Doe, John [dft]

Next Clear

7. The next screen will ask if you want to link this entry to another document filed in this case. You must link this entry to the last day of trial minute entry

- Put a check in the box

Should the document you are filing link to another document in this case?

Filed  to

Documents  to

Next Clear

- Click Next
- The next screen will pull up the docket with the documents you can link to
  - Find the Minute Entry for the last day of the trial
  - Click the box on the left to select the entry you are linking to
  - Next
  - Next
  - Click Next to finalize your filing

**IN THE UNITED STATES DISTRICT COURT  
FOR THE NORTHERN DISTRICT OF IOWA**

Select Division ▼

Plaintiff(s)  Plaintiff(s),  vs.  Defendant(s)  Defendant(s).	CASE NO. Case Number  NOTICE OF FILING Choose an item EXHIBITS
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Following the disposition of the above titled action, the following trial exhibits are being filed on behalf of **Select Party** described as: **Select Party** exhibits Exhibit Numbers/Letters in accordance with LR 83E(d). I certify that the attached exhibits are the originals offered during trial\*.

Click or tap here to enter text  
Attorney Name  
Address 1  
Address 2  
City, State, Zip  
Phone Number

ATTORNEY FOR **Select Party**

\*Any audio/video or physical exhibits should be listed with a place holder document (e.g., a PDF with entitled: Exhibit B Stored on Clerk's Drive) and the description should indicate that such exhibit is stored on the clerk's drive, in clerk's vault, or returned and maintained by the offering party.