

## A/V COURTROOM

1. Premark and file exhibits
  - a. Jury Trials
    - i. Exhibits must be filed in paper in the Clerk's Office.
    - ii. Exhibits must be filed **FIVE business days** prior to the trial.
    - iii. Clerk's Office will maintain paper copies once scanned for viewing during deliberations.
  - b. Court Trials and Hearings
    - i. Exhibits must be filed via MDEC File and Serve with document title "Pre-Filed Exhibit".
    - ii. Maximum page length per exhibit is 300 pages. If exhibit exceeds 300 pages it will need to be split up and uploaded as separate lead documents.
    - iii. Each exhibit must be a separate PDF lead document in the same envelope.
    - iv. Exhibits should be filed **THREE business days** prior to trial.
    - v. Exhibits must be pre-marked with the party type, exhibit number, and case number.
    - vi. An Exhibit List **MUST** be filed with exhibits.
    - vii. Exhibits will be given pre-filed exhibit security and will only be made public once identified in court unless the Judge directs otherwise.
2. Rebuttal exhibits may be filed in the courtroom.
  - a. Flash Drives can be used on party/counsel's laptops, but are not permitted to be used on court issued computers
  - b. Exhibits can be filed through File and Serve in the courtroom.
  - c. Exhibits can be filed in paper for the clerk to scan and load into the system.
3. Videos must be Adobe compatible.
  - a. DVD's can be played from Clerk's computer or party/counsel's laptop.
4. Attorneys may have a "techie" sit at trial table to assist with technical support.
5. See attached guide for using the a/v equipment in the courtroom. We have the VGA, HDMI, and 3.5mm cables available. You must provide cables to use on a phone.
6. Please contact Clerk's Office to arrange practice time in the court room, if desired.
  - a. Kailee Dierker 410-778-7985
  - b. Amy Crouch 410-778-7477