

EVIDENCE PRESENTATION SYSTEM (EPS)

GOAL

- Provide an electronic means of evidence presentation in the courtroom.
- EPS will be available in both Lexington courtrooms.

EPS STATIONS

- Counsel tables (2 monitors per table) – the monitors located furthest from the podium at each counsel table are Evidence Display Stations (EDS). The monitor at the podium and counsel table monitors located closest to the podium may be used for annotation.
- The Courtroom Deputy (CRD) will alternate control between monitors to allow access and will clear annotations, as requested. EDS screen of presenting counsel will be displayed on all monitors in the courtroom except EDS of opposing counsel.
- Podium - Evidence presentation can take place entirely from the podium.
- Witness box (witnesses should not touch the screen unless directed to do so).

PRESENTING EVIDENCE

- Counsel will open files directly from ECF and verbally reference the related ECF document/exhibit number(s).
- Annotations can be made on the screen, but do not alter the document and are not retained in the record. Annotations cannot be shown again once cleared from the screen, except by recreating the annotation.
- The CRD will clear annotations at counsel's request.
- If counsel wishes to have an annotation noted for the record, they must verbally state as much.
- If a party presents/annotates multiple documents, opposing counsel should track annotations they wish to address during rebuttal as annotations may be cleared.

PREPARATION TO PRESENT EVIDENCE IN COURTROOM

- Computers will be ready for use when counsel arrives.

STEP	ACTION
1	Open Reports menu and click Docket Report
2	Enter appropriate case number
3	Run Docket Report and select document number of entry to be presented as evidence.
4	Click the back arrow to return to Docket Report