

Rule 5103. Custody of Exhibits. Special Provisions.

(a) — (d) **Reserved.**

(e) **Use of Digital Media.** The Proponent of any exhibit shall ensure such exhibit, or photographic substitution thereof, is submitted to the Court Reporter/Recorder/Monitor on a Universal Serial Bus (USB) flash drive (or other storage device if expressly approved by the Court), which shall comply with all of the following:

- a. The maximum file size of any individual file on a USB flash drive shall be 50 MB.
- b. Each separately numbered exhibit must be saved as a separate file on the Proponent's USB flash drive. All files shall be named in accordance with the following naming convention: "[Case Name] [Docket Number] [Proponent Title] Exhibit [#]".
- c. If one exhibit will exceed the maximum file size, it must be split into as many parts as are necessary to comply with the maximum file size and named in the following, or a substantially similar, format: [Case Name] [Docket Number] [Proponent Title] Exhibit [#] Part 1 of [total # parts]," and so on.
- d. Each USB flash drive shall contain an additional file labeled "[Case Name] [Docket Number] [Proponent Title] Index of Exhibits" which shall list all exhibits offered into evidence by the Proponent, and associated information, in the format provided for by the Index of Exhibit Template in Monroe Co. R.J.A. 5102(b)(2).
- e. For documents and photographs, all files shall be in PDF-A format;
- f. For audio, all files shall be in .mp3 format;
- g. For video, all files shall be in .mp4 format or, in the event that a Proponent receives from a third party a video file that is not convertible (e.g. Motor Vehicle Recordings ("MVRs")), the Proponent shall include on the USB with the video file, the appropriate software required to view the video.
- h. If any exhibit requires a Confidential Information or Confidential Document Form pursuant to the Case Records Public Access Policy of the Unified Judicial System of Pennsylvania, the Proponent shall ensure the first page of any exhibit file is the appropriate form. For any video or audio exhibit that requires a Confidential Information Form, the Proponent shall include on the Storage Device with the video or audio file a PDF-A file containing the appropriate form.
 - i. All files associated with one of these forms must include in the file name the word "CONFIDENTIAL."

Comment: As of July 1, 2025, compliance with this Rule will be mandatory for all exhibit submissions.