

EVIDENCE PRESENTATION SYSTEM (EPS)

GOAL

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

EPS TRAINING

- EPS Training is mandatory.
- EPS Training arrangements may be made by contacting the Courtroom Deputy (CRD) no later than ten (10) business days prior to any trial or evidentiary hearing date. It is counsels' responsibility to complete training no later than three (3) business days prior to any trial or evidentiary hearing date.
- EPS Training is not required for counsel who have previously received same. Counsel may, however, retake training at their discretion.

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 (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).

EVIDENCE PRESENTATION

- Counsel will open files directly from ECF and verbally reference the related ECF document/exhibit number(s). Counsel will access the exhibits from the EDS as follows:

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

- 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.