

**UNITED STATES BANKRUPTCY COURT
SOUTHERN DISTRICT OF OHIO**

IN RE

**EVIDENCE PRESENTATION DURING
HEARINGS AND TRIALS**

GENERAL ORDER NO. 62-1

Effective immediately, the Court adopts the following procedures regarding evidence presentation during hearings and trials:

- (a) Counsel and pro se parties shall use the Court's electronic display system for presentation of all documentary evidence and documentary demonstrative exhibits.
- (b) Counsel and pro se parties who intend to present exhibits electronically from a laptop computer or other digital presentation device must use their own devices; the Court will not supply laptops or other devices.
- (c) Removable media devices such as USB thumb drives will not be accepted by Court personnel for use in any of the Court's electronic equipment. Counsel and pro se parties wishing to present documentary evidence contained on a removable media device must provide their own laptop computer or other digital presentation device.
- (d) At least three days prior to the hearing or trial, Counsel and pro se parties shall contact the courtroom deputy at the number listed on the Court's website to
 - (1) notify the Court that digital evidence will be submitted and
 - (2) arrange for testing to ensure technical compatibility and electronic presentation practice prior to hearing or trial.

- (e) It is the responsibility of counsel or presenting parties to test and set up their laptop computers or other devices in the courtroom. Testing must be completed before the start of the hearing or trial.

IT IS SO ORDERED.

Dated: 1/27/25

FOR THE COURT

A handwritten signature in blue ink, reading "John E. Hoffman Jr.", is positioned above a horizontal line.

Chief Judge John E. Hoffman, Jr.
United States Bankruptcy Court
Southern District of Ohio