

# Evidence Management Best Practices

*Upload, share, authenticate, and present with confidence*

## Evidence Upload Best Practices

- Upload original files whenever possible. The SHA-256 hash is computed from the exact bytes uploaded. Re-saving, re-compressing, or converting a file before upload changes its hash.
- Use descriptive filenames. Filenames appear on certificates and in the access log. Name files clearly: 'accident-scene-photo-01.jpg' not 'IMG\_4521.jpg'.
- Assign Bates numbers immediately. Attested auto-increments Bates numbers per case. Configure your prefix (e.g., 'CARTER-') when creating the case.
- Set confidentiality designations at upload. Mark files as Confidential, Attorney Eyes Only, or Highly Confidential before sharing.

## Sharing Best Practices

- Use Temporary Access for routine discovery sharing. Links auto-expire and can be revoked at any time.
- Use Preserved Evidence for anything under litigation hold. Preserved evidence is protected from deletion under FRCP 37(e).
- Always verify the recipient's email before sharing. Attested watermarks the recipient's verified email into every frame of visual content.
- Use batch sharing for productions. Select multiple files and share them in a single production with a production number and cover letter.

## Certificate Best Practices

- Generate certificates close to the time of filing. The chain of custody log is a snapshot at generation time.
- Store your declarant information in your profile. This auto-populates into every certificate.
- Use the correct certificate type: FRE 902(13) for federal, FRE 902(14) for hash verification, LA Art. 901 for Louisiana state.
- Download and file certificates as exhibits. Attested certificates are self-contained PDFs ready for court filing.

## Trial Preparation Best Practices

- Always download evidence files before trial. Do not depend on live internet access during court proceedings.
- Use bench conference cards for quick reference during sidebar discussions.

- Mark all exhibits before trial using digital exhibit stickers. Print stickers if the court requires physical labels.
- Run the trial preparation checklist for each case to verify all evidence and certificates are ready.
- Use View Original mode (owner-only, zero watermark) when presenting evidence to the court.

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