IN THE DISTRICT COURT OF BUTLER COUNTY, NEBRASKA
IN THE DISTRICT COURT OF COLFAX COUNTY, NEBRASKA IN
THE DISTRICT COURT OF SAUNDERS COUNTY, NEBRASKA

ADMINISTRATIVE ORDER AS AMENDED NOVEMBER 5, 2026

In consideration of Neb. Ct. R §2-105.02 which created new requirements for the electronic submission of exhibits effective January 1, 2022, the Court finds that changes in procedure are necessary to effectuate compliance with the rule and expediate appellate proceedings.

IT IS THEREFORE ORDERED, ADJUDGED, AND DECREED that, effective November 1, 2026, the following procedures shall be implemented.

For all matters proceeding trial to jury and trial to the bench:

I. USE OF EXHIBITS

A. Counsel and/or litigants may use paper copies of documentary exhibits and photographs, digital copies of audio/video recordings, and/or items of physical evidence during trial (subject to Crt. Rule §2-105.02).
B. Electronic exhibits may be utilized at trial. Counsel and/or litigants must provide their own laptop with an HDMI port in order to utilize the courtroom audio/visual displays for presentation of evidence during trial.
C. A bench copy of the exhibits shall be provided to the District Judge for use during trial. If warranted by size, the exhibits shall be contained in a three-ring notebook.
D. Exhibits for trials must be submitted electronically in advance of the trial as set forth in Sections II and III below.

II. EXHIBIT SUBMISSIONS FOR TRIALS

A. Exhibits must be paginated and submitted as a pdf file(s) by email to the Official Court Reporter at lori.blume@nejudicial.gov by counsel and/or litigants no less than 5 business days in advance of the trial at which they are expected to be introduced. PDF exhibits should be submitted in order they are to be marked with a corresponding exhibit sheet. THE OFFICIAL COURT REPORTER WILL ELECTRONICALLY MARK EXHIBTS FOLLOWING SUBMISSION.
B. Any files larger than 50 MB must be delivered to the Clerk of the District Court on a physical storage device no less than 5 business days in advance of the trial at which they are expected to be introduced.
C. Digital audio exhibits must be submitted in a format that can be viewed using Windows Media Player and/or VLC Media Player.
D. Digital video exhibits must be submitted in a format that can be viewed using Windows Media Player and/or VLC Media Player.
E. The party offering any item of physical evidence shall provide a photograph, not larger than 8.5 by 11 inches, converted or scanned to a .pdf image file, which

fairly and accurately depicts the item. "Physical evidence" means any nondocumentary items and includes, but is not limited to, items such as weapons, contraband, wearing apparel, cell phones, models, money, bodily fluids, or any other physical item. The offering attorney and/or litigant shall retain and preserve any item of physical evidence offered by that party in its original form and shall make it available for purposes of appeal.

III. EXCEPTIONS TO EXHIBIT SUBMISSIONS

A. No exhibits constituting visual depiction of sexually explicit conduct involving a child shall be scanned, electronically reproduced, or transmitted. See Neb. Ct. R. App. P. §2-126(B).

B. Any exhibits constituting visual depiction of sexually explicit conduct involving a child shall be retained in a physical format by the court reporter. See Neb. Rev. Stat. §27-1301, Neb. Ct. R. App. P. §6-1801.

C. Any confidential exhibits must be conspicuously marked in the file name as "Confidential" and the party shall notify the Reporter.

D. In criminal cases where the Defendant has not obtained a discovery order pursuant to Neb. Rev. Stat.§ 29-1916, the Defendant shall submit electronic exhibits in conformity with the submission requirements upon filing of any appeal.

For all matters proceeding on motion hearing:

A. Exhibits shall be submitted to the Official Court Reporter at least 1 business day prior to the motion hearing date unless otherwise specifically ordered by the Court.

B. All other use and submission orders set forth in Sections I and II herein shall apply.

*The electronically-marked exhibit retained by the Official Reporter will be the exhibit in the official record.

SO ORDERED.

BY THE COURT:

Christina M. Maugin

DISTRICT COURT JUDGE