How to Submit a Photo for the Staff Directory

(i)

Judges and staff may submit a profile picture for the following services:

- Intranet Staff Directory
- Outlook / Skype / Teams Address Book
- Public Website (where applicable)

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Select an Appropriate Photo



Acceptance Criteria

Submitted photos must be professional in nature and generally conform to the guidelines below.

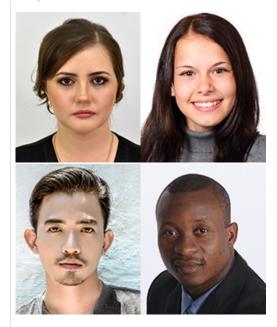
Choose a photo that:

- Shows only you no other people are visible
- Standing in front of a smooth, light background, such as a white wall.
- Shows a head-and-shoulders view, with the entire face, both eyes, and hair clearly visible
- Is properly focused with no dark spots or shadows

Avoid photos where:

- One or both of your eyes are not visible or blocked (for example, if you are wearing sunglasses)
- Multiple faces are shown in the photo and your face is not visible or recognizable.
- Poor photo quality makes the person shown unrecognizable.
- Some or all of your head is cut off in the photo.

Acceptable:



Unacceptable:



- Too Dark
- Not Facing the Camera
- Sunglasses
- Hat

Submit Photos Here:

Service Desk Portal: https://ad4.nycourts.gov/jira/servicedesk/customer/portal/16/create/257

Related articles

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