


How to Submit a Photo for the Staff Directory


**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:	Avoid photos where:
<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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.
<div>Acceptable:</div> <div></div>	<div>Unacceptable:</div> <div></div> <div><ul style="list-style-type: none">■ Too Dark■ Not Facing the Camera■ Sunglasses■ Hat</div>

Submit Photos Here:

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

Related articles

- [How to Submit a Photo for the Staff Directory](#)