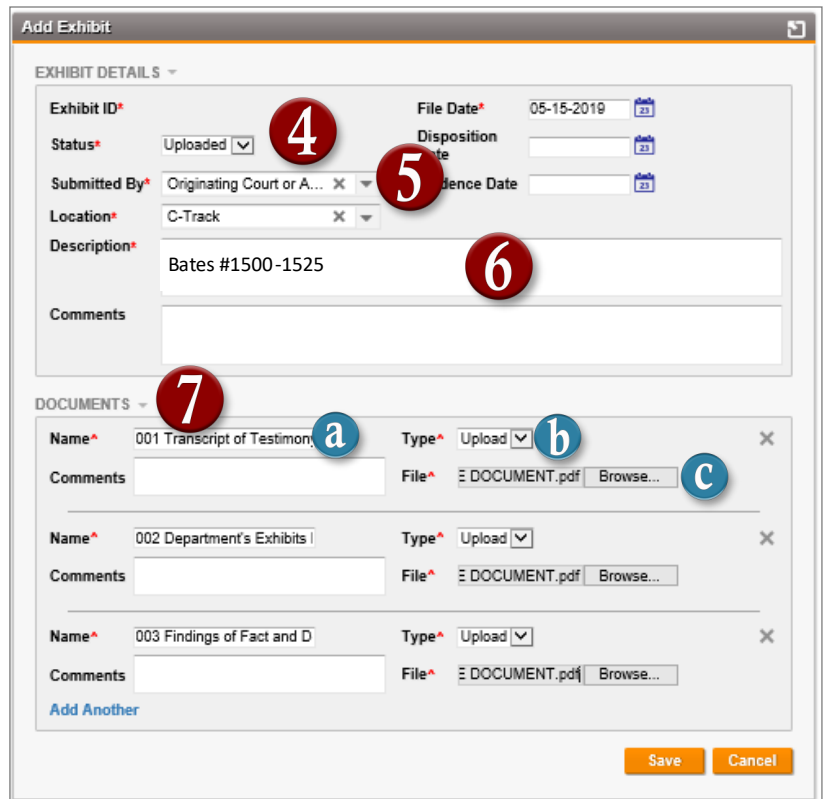
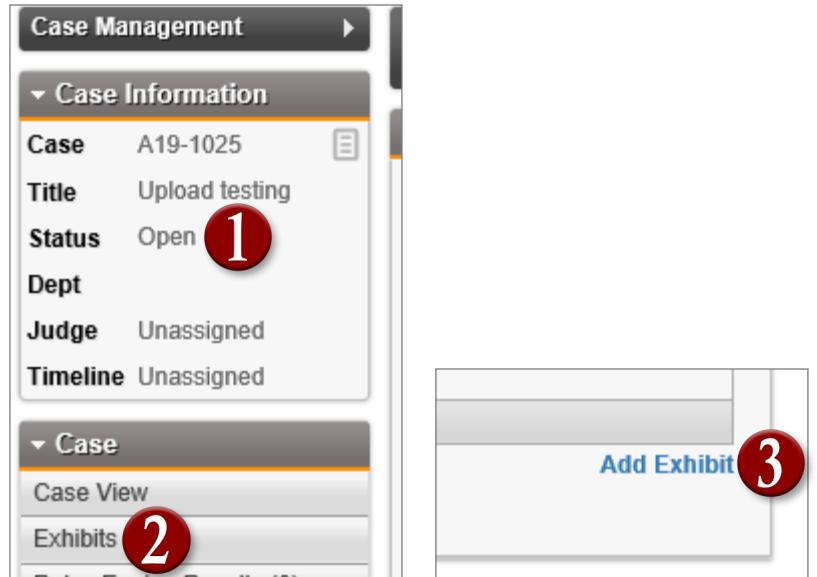


Adding Exhibits to a Case



The maximum file size for uploading is 300MB. All files in a single upload must not exceed 5000MB. If the combined size of a single upload exceeds 5000MB, break the upload into smaller batches. Upload one batch following the steps below, then return to step 2 and follow the steps for the remaining batch(es).

1. Confirm the case status is **Open**.
2. Click **Exhibits**.
3. Click **Add Exhibit**.
4. Confirm the **Status** is Uploaded.
5. Select an option from **Submitted By**.
6. Add a **Description**.
  - Filers: Add a range of exhibits from the itemized list using agency naming conventions (e.g., Bates #1500-1525).
  - Court employees: Add a range of IDs from the exhibit log (e.g., JRY001-JRY009).
7. Add the **Documents**. Include the Exhibit List if uploading trial court exhibits.
  - a. Add the **Name**. Don't add Comments.
    - When adding numbered exhibits, use three digits (001, 002, 003...).
    - If submitting an itemized list, match the name on the list.
    - If unsure how to name exhibits contact the clerk's office.
  - b. Add the **Type**.
  - c. Click **Browse** to upload the file.



## Adding Exhibits to a Case

8. Click **Add Another**, if needed. Limit uploads to 10 files at one time. This reduces rework time if there is an error.
9. Click **Save**.



Screens may vary based on user roles and browser versions.

**Add Exhibit** ✕

**EXHIBIT DETAILS** ▾

<b>Exhibit ID*</b> <input type="text"/>	<b>File Date*</b> 05-15-2019 <input type="text"/>
<b>Status*</b> <input type="text" value="Uploaded"/>	<b>Disposition Date</b> <input type="text"/>
<b>Submitted By*</b> <input type="text" value="Originating Court or A..."/>	<b>Evidence Date</b> <input type="text"/>
<b>Location*</b> <input type="text" value="C-Track"/>	
<b>Description*</b> <input type="text" value="Bates #1500-1525"/>	
<b>Comments</b> <input type="text"/>	

**DOCUMENTS** ▾

<b>Name*</b> 001 Transcript of Testimon	<b>Type*</b> <input type="text" value="Upload"/>	✕
<b>Comments</b> <input type="text"/>	<b>File*</b> <input type="text" value="DOCUMENT.pdf"/> <input type="button" value="Browse..."/>	
<b>Name*</b> 002 Department's Exhibits I	<b>Type*</b> <input type="text" value="Upload"/>	✕
<b>Comments</b> <input type="text"/>	<b>File*</b> <input type="text" value="DOCUMENT.pdf"/> <input type="button" value="Browse..."/>	
<b>Name*</b> 003 Findings of Fact and D	<b>Type*</b> <input type="text" value="Upload"/>	✕
<b>Comments</b> <input type="text"/>	<b>File*</b> <input type="text" value="DOCUMENT.pdf"/> <input type="button" value="Browse..."/>	

[Add Another](#) **8**

**9**