

MINNESOTA DIGITAL EXHIBIT SYSTEM (MNDES)

Dakota County Guidelines

MNDES is an electronic system for submitting and processing exhibits. It provides a reliable and flexible solution for sharing, submitting, tracking, presenting, and storing exhibits.

Below are guidelines to follow:

Resources:

1. MNDES is used to submit exhibits to the court and to provide access to uploaded exhibits to others, including opposing parties. Any court rules or court orders regarding exhibits also apply to exhibits submitted through MNDES and need to be followed (e.g., providing discovery and/or exhibits to opposing parties, etc.).
2. Additional written materials and job aids are available under the Evidence and Exhibits Help Topic at www.mncourts.gov/mndes.
3. If you do not yet have a MNDES account, one should be created prior to the hearing so that exhibits can be uploaded prior to the hearing and retrieved during the hearing. For assistance creating an account or for support with MNDES, select the Contact Us button at www.mncourts.gov/mndes or call (651) 413-8160 from the Twin Cities Metro, or (833) 707-2791 from other locations.

MNDES Exhibit Submissions:

1. Uploading Exhibits
 - Exhibits should be numbered as detailed in the Dakota County Judicial Standing Order
 - Exhibit descriptions should be detailed as detailed in the Dakota County Judicial Standing Order
 - Exhibits should be uploaded in their native format - do not zip or compress an exhibit file
 - Exhibits should be uploaded individually so they are listed separately in MNDES - multiple exhibits should not be combined into a single uploaded file
 - If the exhibit is too large to be submitted in MNDES (size limit is 100 GB), you must submit as a physical exhibit
 - An exhibit should be uploaded as “public”¹ unless it meets one of the following criteria:
 - Medical record admitted in Civil Commitment Case
 - Judicial Order restricting public access to exhibits
 - If an exhibit contains sensitive information that is not germane or necessary to the case, you may redact that information before uploading the exhibit.
2. If you need to submit a certified copy for the purposes of authenticating that exhibit as an original copy, the certified original should be provided to the court as a physical exhibit.

¹ By Order of the Supreme Court, prehearing exhibits are non-public unless or until admitted as evidence in a public proceeding or designated as public by order of a Judicial Officer.

MINNESOTA DIGITAL EXHIBIT SYSTEM (MNDES) Dakota County Guidelines

3. Physical exhibits that cannot be digitized (e.g., weapons, drugs, etc.) should be brought into the courtroom. Once offered and accepted, court staff will label with an exhibit label and upload a physical exhibit tracking sheet into MNDES.
4. You cannot upload exhibits in sealed cases. If the case is sealed, you must contact court administration at (651) 377-7180 to upload the exhibits on your behalf.
5. In-Camera Review exhibits are not uploaded to MNDES.

Viewing and Sharing Exhibits Submitted Through MNDES:

1. The person who submitted the exhibits can view their own public exhibits through MNDES, using the same sign on that was used when submitting.
2. The person who submitted the exhibits can share exhibit(s) through MNDES by selecting the “Share” function and entering an email or cell phone number. The share function can be used for service if both parties agree.
3. Prehearing exhibits are not accessible to the public unless or until admitted as evidence in a public proceeding.
4. The Rules of Public Access² provide that evidentiary exhibits are accessible to the public once admitted as evidence in a public proceeding. Exceptions include medical records in a Civil Commitment Case, an exhibit that is designated as non-public by a court order, or the evidence is no longer retained by the court under a court rule, order, or retention schedule. There is no remote access to public evidentiary exhibits.

Display of Exhibits at Hearing/Trial:

1. The offering party must “offer” or ask the judge to allow proposed exhibits to be accepted as evidence in the case during the hearing. Exhibits will only be reviewed and considered by the judicial officer after being offered on the record.
2. The offering party must display exhibits onto the courtroom display monitors during court, using one of the two options below:
 - a. Open the exhibit from the MNDES application on your own computer or personal device and display it during the hearing.
 - i. The benefit to this option is the exhibit being displayed is the one that becomes part of the official court record if it is admitted into evidence.
 - b. Open the exhibit saved on your own computer or personal device and display it during the hearing.

² Record Access Rule 8, subd. 5
pg. 2

MINNESOTA DIGITAL EXHIBIT SYSTEM (MNDES) Dakota County Guidelines

- i. This option requires you to ensure, and state on the record, that the copy displayed is a true and correct copy of the exhibit that is uploaded in MNDES.
 - ii. This option is the only option available to you if the exhibit's native format is zip. Zip formats are uploaded to MNDES, but stored in an alternative court folder, and therefore unable to be played directly from MNDES.
3. All courtrooms have Click/Share and/or HDMI cables which can be connected to your computer or personal device to allow you to display. Alternatively, you may install the Click/Share Application on your computer or personal device prior to or at the hearing.
4. Court staff should only display exhibits onto the courtroom display monitors during court in the following scenarios:
 - a. If the exhibit is a 4K video and there is no HDMI cable in the courtroom.
 - b. If the exhibit is designated as non-public or sealed in MNDES.
 - c. If the offering party is having technical difficulties in the courtroom and the judicial officer directs court staff to display.
 - d. If a self-represented litigant does not have a device in the courtroom and the judicial officer directs court staff to display.

Jury Trial Exhibits:

1. Access to MNDES for jurors is currently being piloted throughout the state. Until this goes live, you must bring a certified³ paper copy of all exhibits to Jury Trial for use in jury deliberation. If the jury requests access to audio or video during deliberation, the jury will be brought back to the courtroom to listen or view. Best practices will be updated once more information becomes available.

Exhibits for Witnesses Only:

1. Exhibit display monitors will be installed to the courtroom witness stands in the future. Until these are installed, you must bring two certified³ paper copies of any exhibits the witness will need to see during testimony to court. Best practices will be updated once display equipment is installed.

³ Unless required by rule or statute, here, the attorneys and/or Self-Represented Litigants merely need to certify to the Court that the paper copies are a true and accurate copy of what has been uploaded to MNDES.