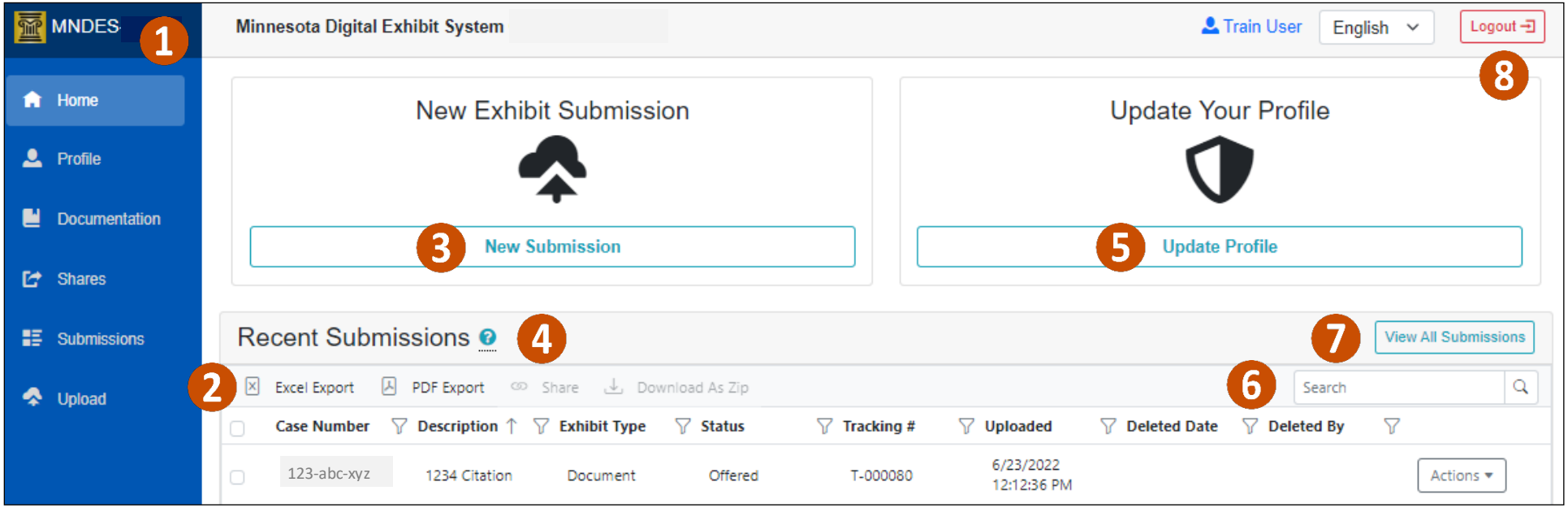
MINNESOTA JUDICIAL BRANCH

Application Overview: Minnesota Digital Exhibit System (MNDES) Portal

Home Page

See the Quick Reference Guides on the MNDES website for specific instructions to use the features described on each screen.

1. Navigate to different screens in MNDES.
2. Export the submitted exhibits list to Excel or PDF.
3. Click New Submission to upload exhibits in MNDES to the court.
4. View the last 10 exhibits you have submitted, along with identifying information. Some information is given at the upload time and some system generated information.
5. Click Update Profile to change your account information.
6. Enter any identifying information in the Search field to find an exhibit.
7. Click View All Submissions to view exhibits you have submitted to the court via MNDES.
8. Logout of MNDES.



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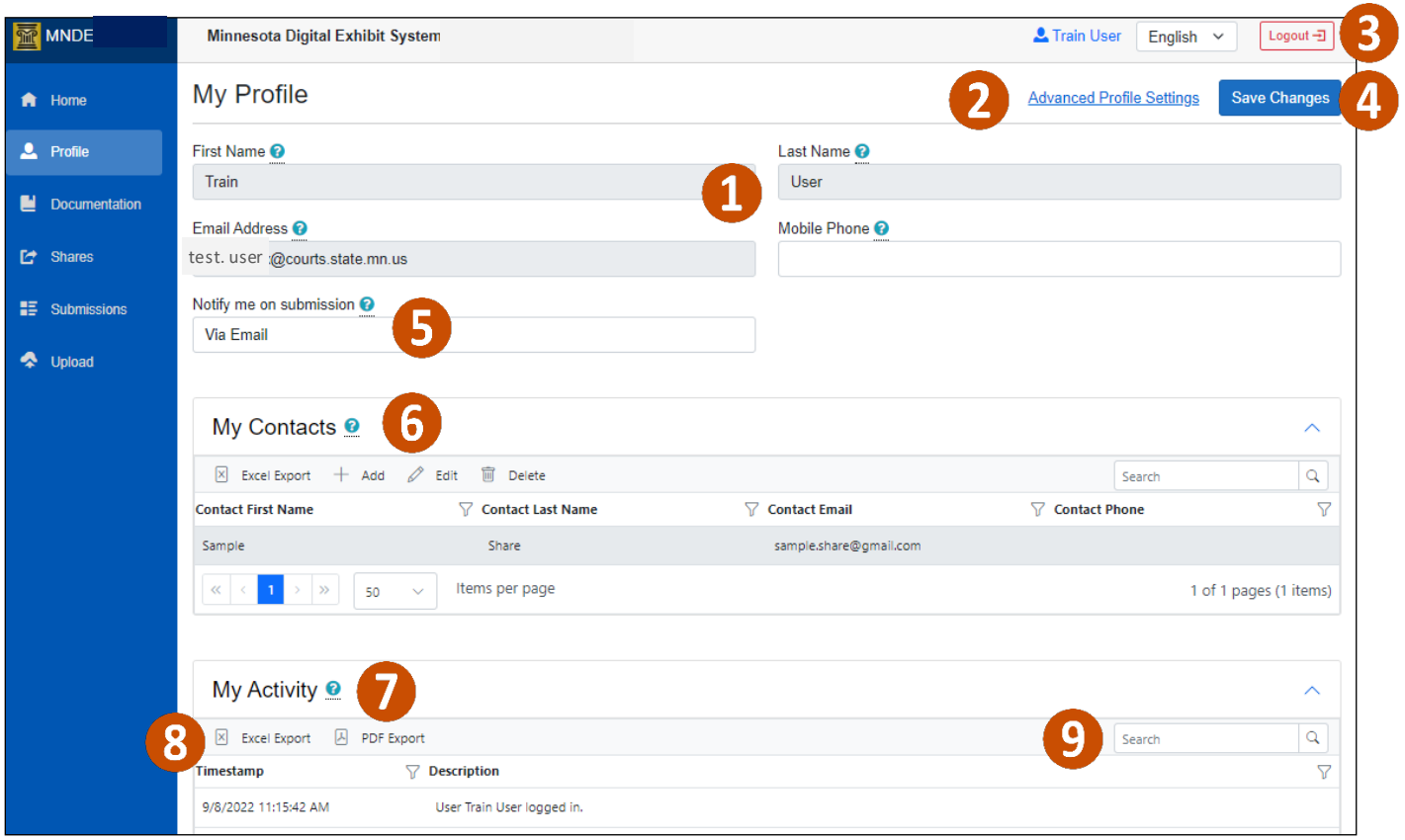
My Profile Page

1. Update your name, and mobile phone number, if necessary.
2. Read the QRG—Creating and Managing a MNDES Portal Account for instructions on using Advanced Profile Settings.
3. Log out of MNDES.
4. Click Save Changes to save any updates on this screen.
5. Select the preferred method to receive the status of a submission.
6. Enter and save contacts you've set up to share exhibits.
7. View a list of activities you've performed within the portal.
8. Export the submitted exhibits list to Excel or PDF.
9. Enter any identifying information to search for an exhibit.



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Documentation Page

1. View and search for helpful information organized by category about the features and functionality available within the MNDES portal.
2. Click Next to navigate through documents listed in the left-side menu.

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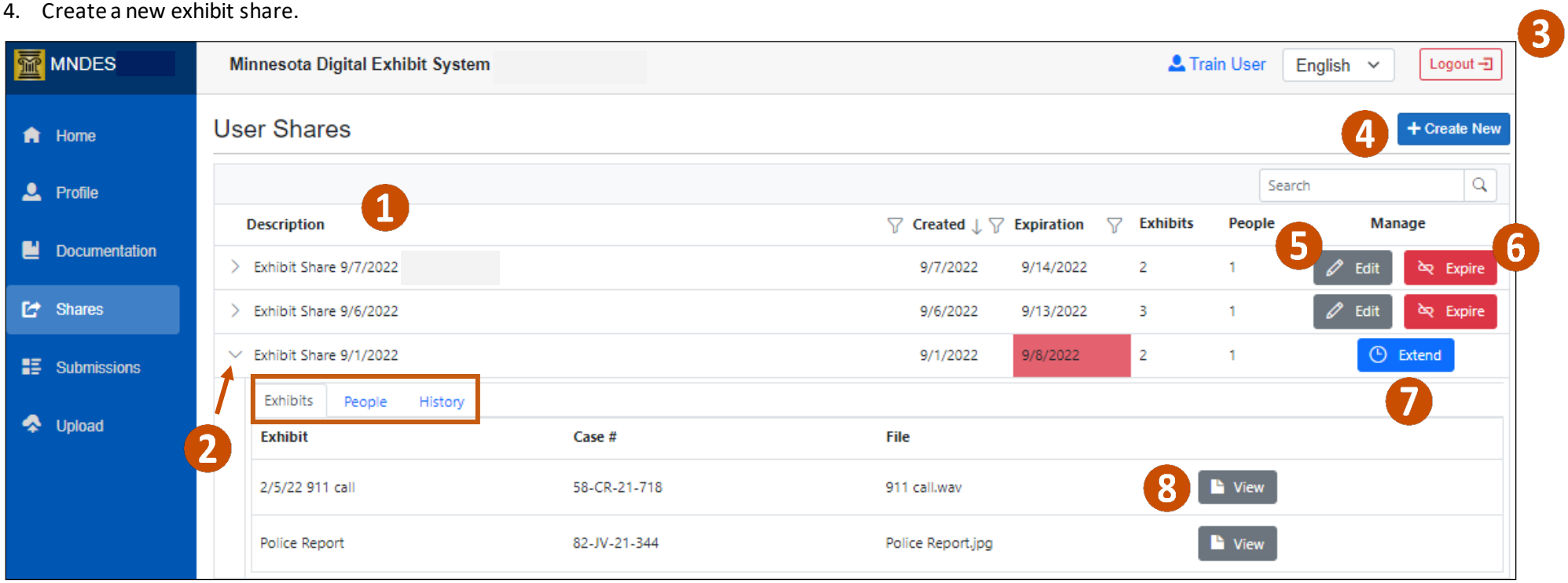
User Shares Page

1. View current exhibit shares.
2. Click the arrow to expand an exhibit share to view details: Exhibits, People, and History.
3. Log out of MNDES.
4. Create a new exhibit share.
5. Edit exhibit share details.
6. Stop an exhibit share.
7. Extend the date of an exhibit share.
8. View an exhibit.



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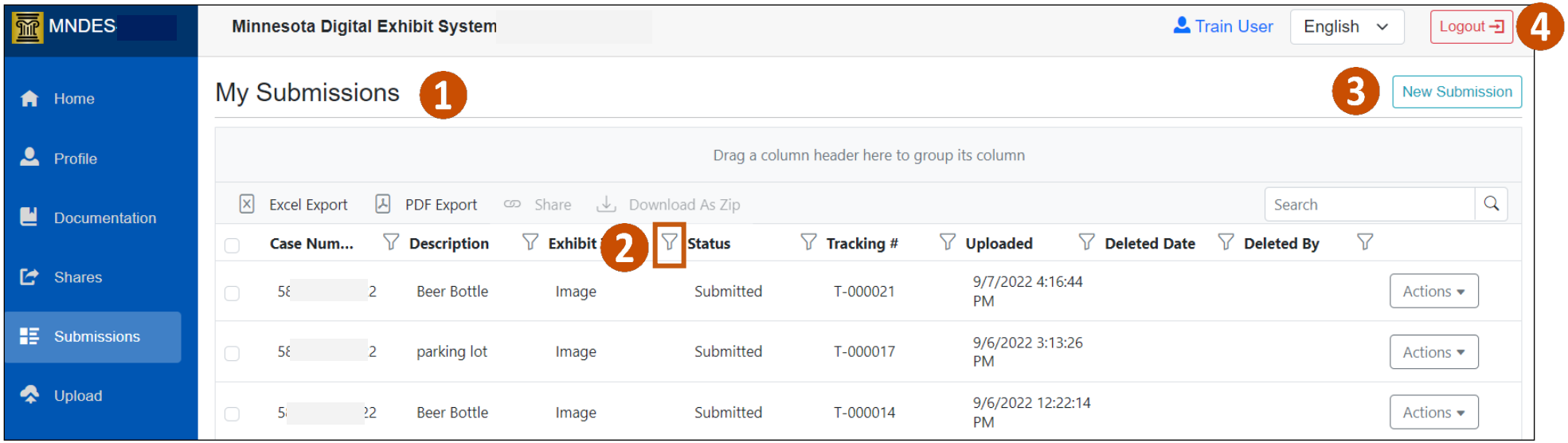
My Submissions Page

1. View all your exhibit submissions and relevant information.
2. Click the Filter icon to narrow the results list and find the exhibit(s) you are looking for.
3. Click the New Submission to open the Upload page and submit exhibit(s).
4. Log out of MNDES.



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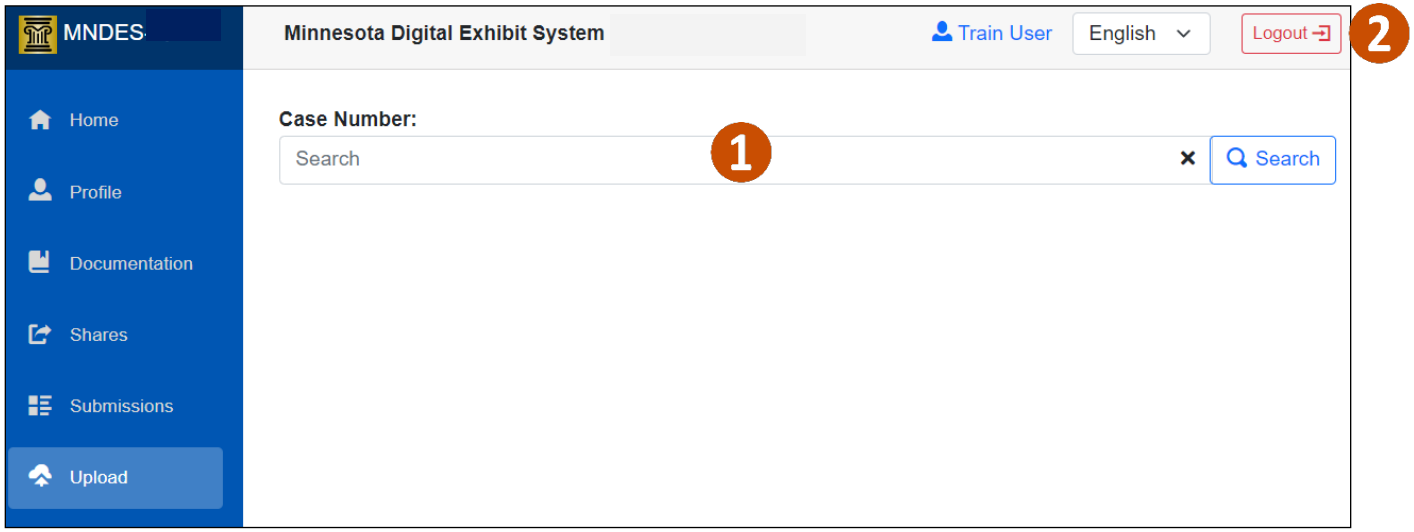
Upload Page

1. Enter the case number to search for a place to upload the exhibits.
2. Log out of MNDES.