MINNESOTA JUDICIAL BRANCH

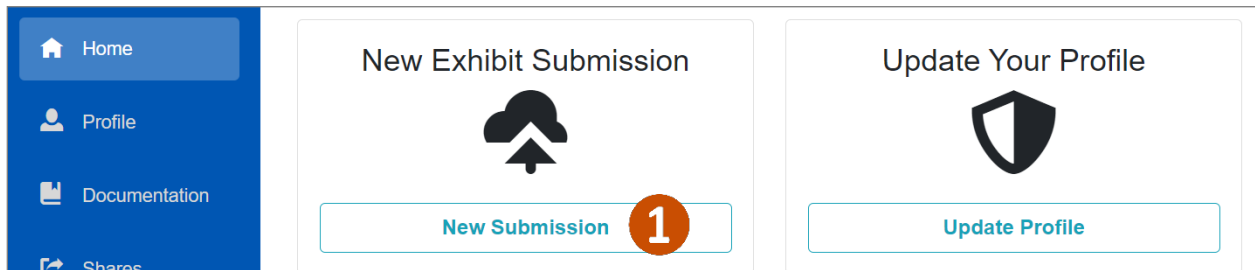# QRG - Uploading Exhibits

Upload exhibits

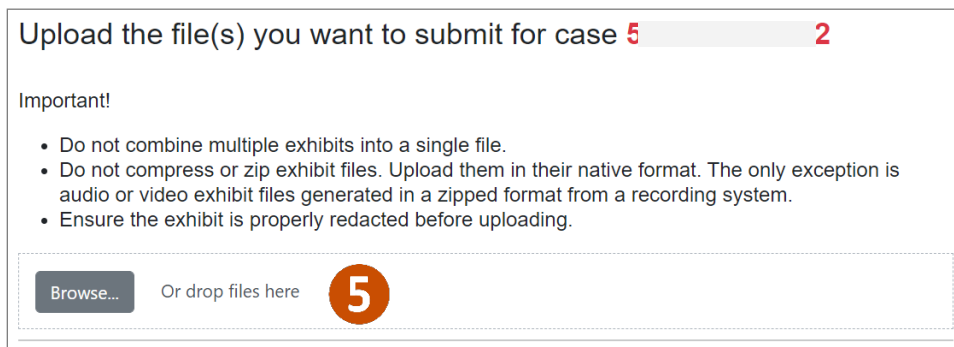1. From the Home page, click **New Submission.**

2. Type the **Case Number** where you are submitting an exhibit.

3. Click **Search**.

   💡 If a case is Confidential, the case title information will not be displayed. However, you can still upload exhibits to the case. If the case is sealed, you will be notified to contact court administration to upload exhibits on your behalf.

4. Once a valid case has been located, click **Select Case**.

5. Drag and drop exhibit files from your local or shared drive or click **Browse** to find the files.

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6. Complete exhibit details:

    a. Change the **Exhibit Name** to make corrections or if you'd like it to be more descriptive.

    b. If the judicial officer has ordered a specific numbering scheme, you may type it in the **Exhibit Number** field, but this is not required.

    c. Select the **Exhibit Type**: Document, Image, Video Recording, or Audio Recording.

    d. Choose if the **Exhibit is Non-Public**.

    e. Type any **Special Instructions**.

    Repeat steps 5 and 6 if there are multiple exhibits for this case; they each display in separate tiles on the screen.

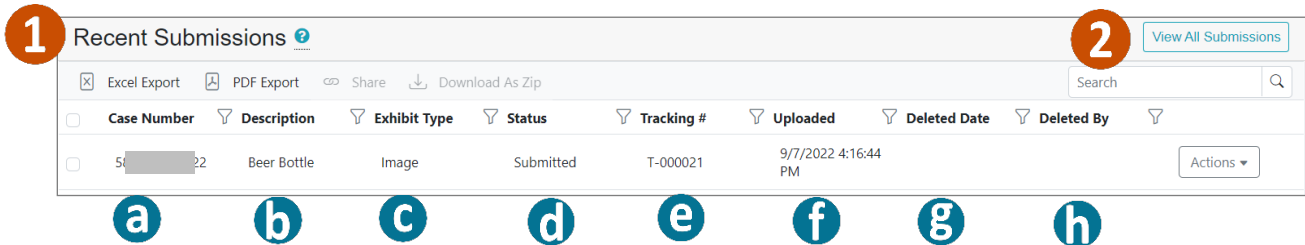7. If you uploaded the exhibit in error, click **Remove.**

    Or

    Click **Upload to Location**.

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View recent exhibit submissions

1. From the Home page, view the last 10 exhibits submitted through the portal along with the following identifying information:

    a. **Case Number**: Shows the case file in which the exhibit was uploaded.

    b. **Description**: Shows the name given to the file at the time of upload.

    c. **Exhibit Type**: Shows the exhibit type selected at the time of upload.

    d. **Status**: Shows which exhibits have been submitted and which have been offered.

    e. **Tracking #**: Shows the number the system has assigned to the exhibit at the time of upload.

    f. **Uploaded**: Shows the date that the exhibit was uploaded into the system.

    g. **Deleted Date**: Shows the date an exhibit was deleted after a deletion request was sent.

    h. **Deleted By**: Shows name of the user who deleted the exhibit.

    i. Click **View All Submissions** to see all exhibits you have submitted in MNDES.