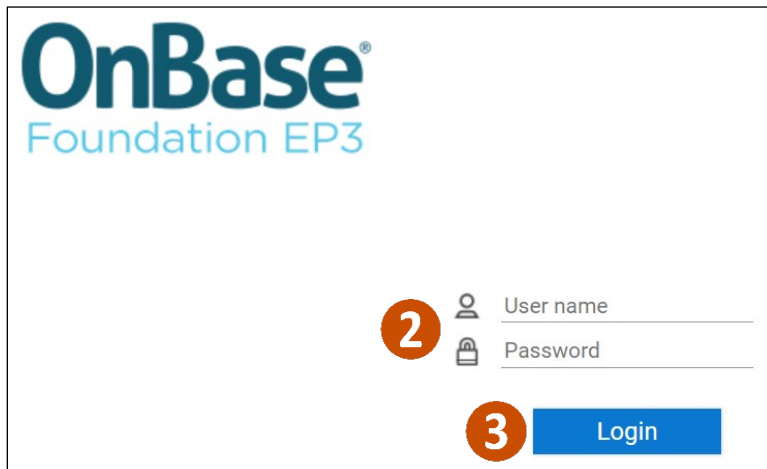


## QRG – Accessing and Managing Exhibits in the MN Digital Exhibit System (MNDES) for Non-Court Employees

### Access MNDES

1. Enter <https://mndes.courts.state.mn.us/AppNet> in your Internet browser.
2. Enter your **User name** and **Password**.
3. Click **Login**.



**OnBase**  
Foundation EP3

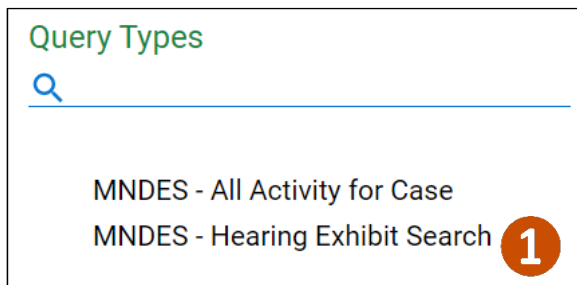
2

2

3

### Search for a case

1. Click **MNDES – Hearing Exhibit Search**.



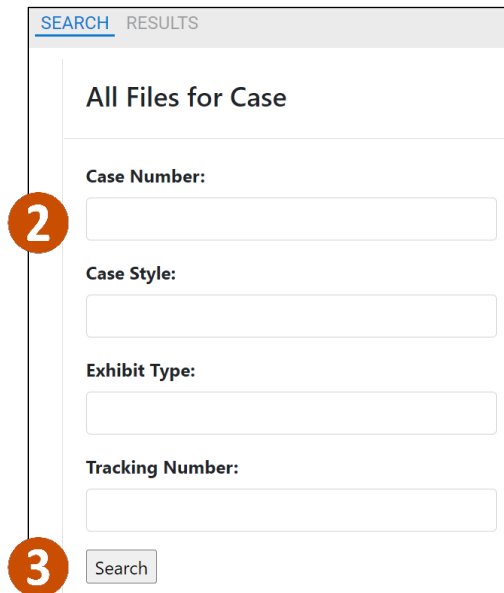
Query Types

MNDES - All Activity for Case

MNDES - Hearing Exhibit Search 1

## QRG – Accessing and Managing Exhibits in the MN Digital Exhibit System (MNDES) for Non-Court Employees

2. Enter the **Case Number**. You must include dashes, but letters can be lower or upper case.
3. Click **Search**.

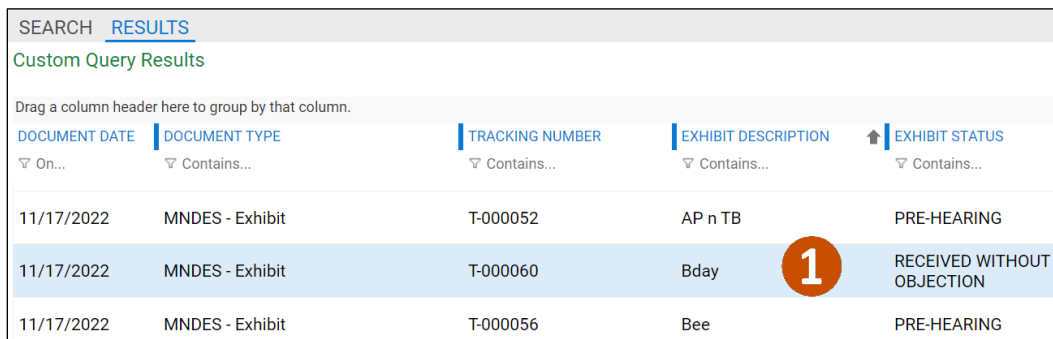


The screenshot shows a search interface with the following fields and a search button:

- SEARCH RESULTS** (header)
- All Files for Case** (title)
- Case Number:** [Text input field] (Callout 2)
- Case Style:** [Text input field]
- Exhibit Type:** [Text input field]
- Tracking Number:** [Text input field]
- Search** (button) (Callout 3)

### View exhibits

1. After searching for a case, double-click any exhibit to open it. This will open the exhibit in a new window. Minimize the window to go back to the exhibit search results.



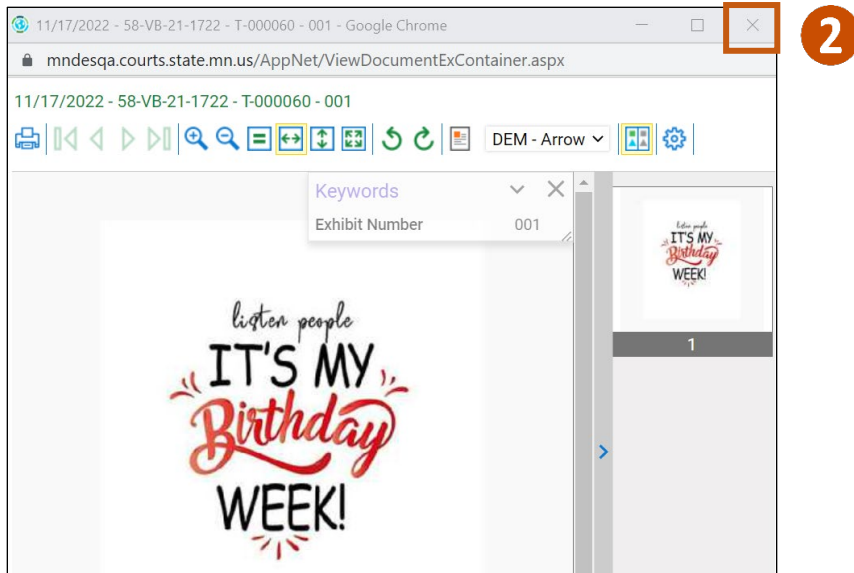
The screenshot shows a table of search results with the following columns and data:

DOCUMENT DATE	DOCUMENT TYPE	TRACKING NUMBER	EXHIBIT DESCRIPTION	EXHIBIT STATUS
11/17/2022	MNDES - Exhibit	T-000052	AP n TB	PRE-HEARING
11/17/2022	MNDES - Exhibit	T-000060	Bday	RECEIVED WITHOUT OBJECTION
11/17/2022	MNDES - Exhibit	T-000056	Bee	PRE-HEARING

Callout 1 points to the 'RECEIVED WITHOUT OBJECTION' status in the second row.

## QRG – Accessing and Managing Exhibits in the MN Digital Exhibit System (MNDES) for Non-Court Employees

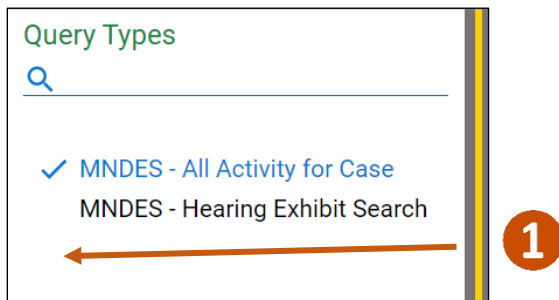
2. Click the x in the upper right corner of the browser window to close it.



### Customize exhibits list

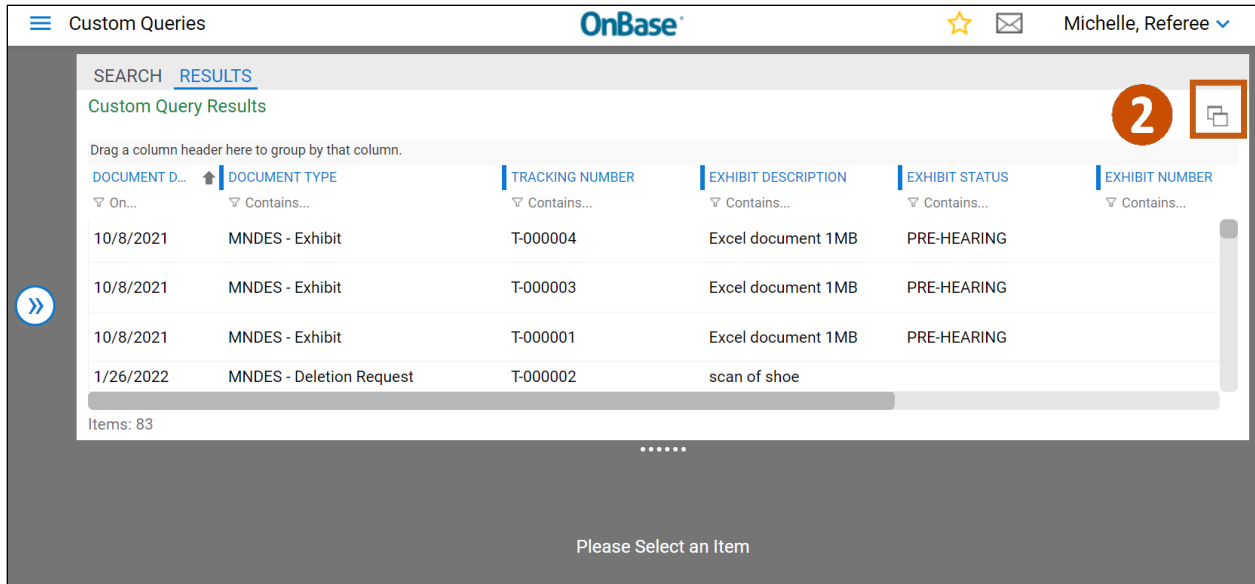
Expand exhibits list window

1. Click and drag the yellow bar to the left to collapse the Query Types panel.




## QRG – Accessing and Managing Exhibits in the MN Digital Exhibit System (MNDES) for Non-Court Employees

2. Click the dual screen icon to expand the exhibits list.



Custom Queries OnBase ☆ ✉ Michelle, Referee ▾

SEARCH [RESULTS](#)

Custom Query Results **2** 

Drag a column header here to group by that column.

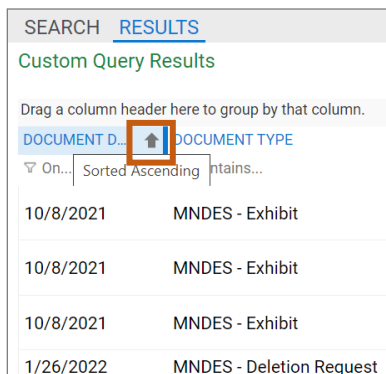
DOCUMENT D...	DOCUMENT TYPE	TRACKING NUMBER	EXHIBIT DESCRIPTION	EXHIBIT STATUS	EXHIBIT NUMBER
10/8/2021	MNDES - Exhibit	T-000004	Excel document 1MB	PRE-HEARING	
10/8/2021	MNDES - Exhibit	T-000003	Excel document 1MB	PRE-HEARING	
10/8/2021	MNDES - Exhibit	T-000001	Excel document 1MB	PRE-HEARING	
1/26/2022	MNDES - Deletion Request	T-000002	scan of shoe		

Items: 83

Please Select an Item

### Sort by column

Click the header until you see the up or down arrow to sort a column by ascending or descending order, alphabetically, or numerically.



SEARCH [RESULTS](#)

Custom Query Results

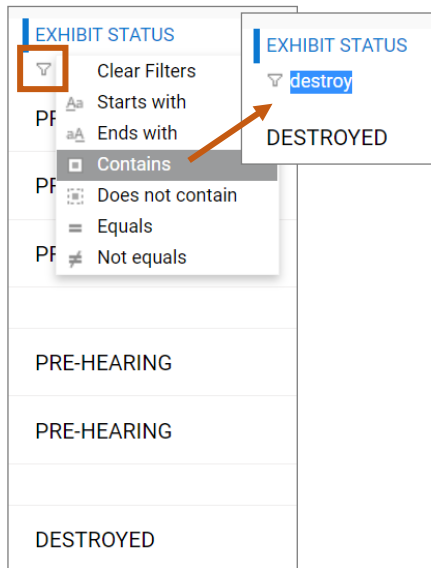
Drag a column header here to group by that column.

DOCUMENT D...	DOCUMENT TYPE
10/8/2021	MNDES - Exhibit
10/8/2021	MNDES - Exhibit
10/8/2021	MNDES - Exhibit
1/26/2022	MNDES - Deletion Request

## QRG – Accessing and Managing Exhibits in the MN Digital Exhibit System (MNDES) for Non-Court Employees

### Set a filter

Click the filter icon, select a filter type, and enter filter criteria. Delete filter criteria to clear the filter.



### Group submissions

1. Drag and drop a column heading where it says, “Drag a column header here to group that column.”


SEARCH <a href="#">RESULTS</a>				
Custom Query Results				
Drag a column header here to group by that column. <span style="float: right;">Exhibit Status</span>				
DOCUMENT D...	DOCUMENT TYPE	TRACKING NUMBER	EXHIBIT DESCRIPTION	EXHIBIT STATUS
▼ On...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...
10/8/2021	MNDES - Exhibit	T-000004	Excel document 1MB	PRE-HEARING
10/8/2021	MNDES - Exhibit	T-000003	Excel document 1MB	PRE-HEARING
10/8/2021	MNDES - Exhibit	T-000001	Excel document 1MB	PRE-HEARING

## QRG – Accessing and Managing Exhibits in the MN Digital Exhibit System (MNDES) for Non-Court Employees

2. Click an arrow to expand or collapse a group.
3. To ungroup exhibits, click the 'x' in the grouped header.

SEARCH [RESULTS](#)

Custom Query Results 3

Drag a column header here to group by that column. Exhibit Status 

DOCUMENT D...	DOCUMENT TYPE	TRACKING NUMBER	EXHIBIT DESCRIPTION	EXHIBIT STATUS	EXHIBIT I...
▼ On...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contains...	▼ Contain...
<div style="display: flex; justify-content: space-between;"> <span>2</span> <span>▼ Exhibit Status: DESTROYED (1)</span> </div>					
7/6/2022	MNDES - Physical Exhibit Tracking Sheet	T-000007	police report	DESTROYED	001
<div style="display: flex; justify-content: space-between;"> <span>&gt; Exhibit Status: PRE-HEARING (31)</span> </div>					
<div style="display: flex; justify-content: space-between;"> <span>&gt; Exhibit Status: RECEIVED OVER OBJECTION (2)</span> </div>					
<div style="display: flex; justify-content: space-between;"> <span>&gt; Exhibit Status: RECEIVED WITHOUT OBJECTION (2)</span> </div>					



Reach out to your local court contact with any support needs or questions.