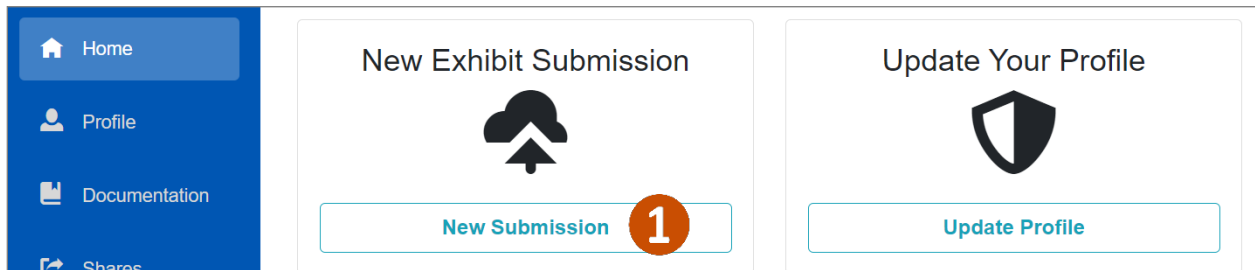



QRG - Uploading Exhibits

Upload exhibits


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



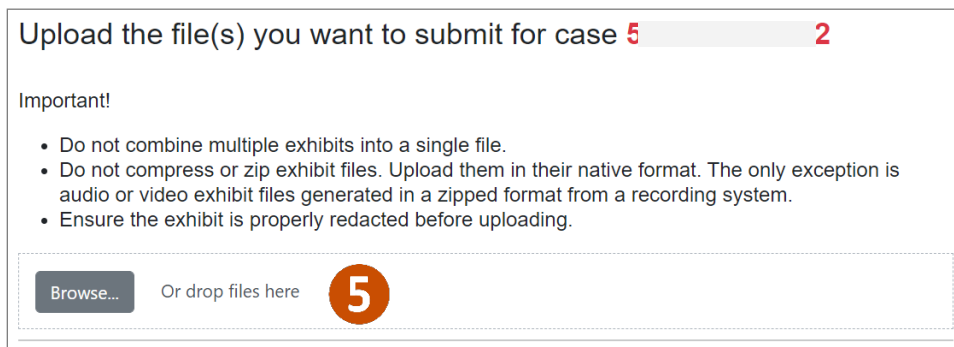
2. Type the **Case Number** where you are submitting an exhibit.
3. Click **Search**.

 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**.

A screenshot of a search interface. At the top, it says 'Case Number:'. Below this is a text input field containing '5' and '2', with a red circle '2' next to it. To the right of the input field is a 'Search' button with a magnifying glass icon, with a red circle '3' next to it. Below the search results, it shows 'Case 5: :2 - State of Minnesota vs I' with a red circle '4' next to it, and a 'Select Case' button to its right.

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

A screenshot of a file upload interface. At the top, it says 'Upload the file(s) you want to submit for case 5 2'. Below this is a section titled 'Important!' with three bullet points: 'Do not combine multiple exhibits into a single file.', 'Do not compress or zip exhibit files. Upload them in their native format. The only exception is audio or video exhibit files generated in a zipped format from a recording system.', and 'Ensure the exhibit is properly redacted before uploading.' At the bottom, there is a dashed box containing a 'Browse...' button, the text 'Or drop files here', and a red circle '5'.



QRG - Uploading Exhibits

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**.

The screenshot shows a form for uploading an exhibit. On the left, a large orange circle with the number '6' is positioned next to the form. The form itself has a light blue border and contains the following fields:

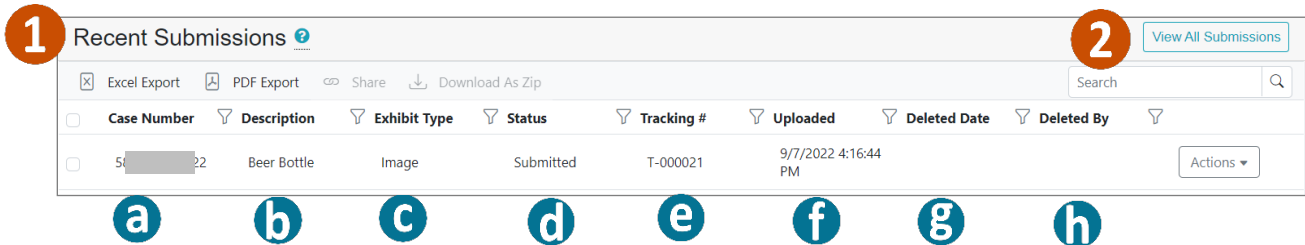
- Exhibit Name ***: A text input field containing 'Dash Cam'. A red button with a trash icon and the text 'Remove' is located to the right of the field. A blue circle with the letter 'a' is overlaid on the input field.
- Exhibit Number (Do not use unless ordered by the Judge)**: An empty text input field. A blue circle with the letter 'b' is overlaid on the field.
- Exhibit Type ***: A dropdown menu with 'Video Recording' selected. A blue circle with the letter 'c' is overlaid on the dropdown.
- Is Exhibit Non-Public?**: A dropdown menu with 'This is a public exhibit' selected. A blue circle with the letter 'd' is overlaid on the dropdown.
- Special Instructions**: An empty text input field. A blue circle with the letter 'e' is overlaid on the field.

At the bottom of the form, there is a blue button with the text 'Upload to Location' and a right-pointing arrow. A large orange circle with the number '7' is overlaid on the button.

QRG - Uploading Exhibits

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.



1 Recent Submissions ? **2** [View All Submissions](#)

Excel Export PDF Export Share Download As Zip Search

<input type="checkbox"/>	Case Number	Description	Exhibit Type	Status	Tracking #	Uploaded	Deleted Date	Deleted By	<input type="checkbox"/>
<input type="checkbox"/>	St-██████22	Beer Bottle	Image	Submitted	T-000021	9/7/2022 4:16:44 PM			Actions

a b c d e f g h