

In Re:

JUDICIAL STANDING ORDER

Exhibit Requirements

Effective July 1, 2023

IT IS HEREBY ORDERED:

1. Prior to a Contested Hearing, Evidentiary Hearing, Court Trial or Jury Trial in Dakota County, the parties must exchange¹ exhibit lists and copies of proposed exhibits in a timely manner as outlined by the Rules or any Court Order, and if not provided in the Rules or Order, no later than the day before the hearing.²
2. All proposed digital exhibits (audio, visual, images, and documents) must be uploaded to the Minnesota Digital Exhibit System (MNDES) no later than the day before the Contested Hearing, Evidentiary Hearing, Court Trial, or Jury Trial, unless otherwise specified by way of Court Order. Information on how to use MNDES is available at: www.mncourts.gov/mndes.
3. Unless otherwise specified by Court Order, Exhibits shall be numbered as follows:
 - a. Plaintiff/Petitioner shall number their proposed exhibits, using the Exhibit Number field in MNDES, beginning with number 001 and through number 099.
 - b. Respondent/Defendant shall number their proposed exhibits, using the Exhibit Number field in MNDES, beginning with number 100 through 199.
 - c. Other parties shall number their proposed exhibits, using the Exhibit Number field in MNDES, beginning with number 200-299, 300-399, etc. as agreed upon by the parties.
 - d. If any party has more than 99 exhibits to upload, seek further direction on numbering from the Court.
4. When uploading the proposed exhibit in MNDES you must update the Exhibit Name field with the exhibit number and a clear description of the proposed exhibit so that the exhibit is easily identifiable during court (e.g. “Ex. 1. Picture of rear passenger door”).
5. Exhibits uploaded to MNDES are not admitted as evidence upon upload, they are proposed exhibits. The offering party must specifically “offer” or ask the judge to allow proposed exhibits to be accepted as evidence in the case during the hearing.

¹ Do not exchange if there is a court order that directs you not to contact another party such as an Order for Protection (OFP), Harassment Restraining Order (HRO), or Domestic Abuse No Contact Order (DANCO). If this applies to you, contact the court for assistance.

² Refer to Dakota County Guidelines Document for further information on exchanging, or sharing, exhibits through MNDES.

Exhibits will only be reviewed and considered by the judge after being offered on the record.

6. Unless the exhibit is classified as non-public or sealed, it is the responsibility of the offering party to display exhibits onto the courtroom display monitors during court. A personal computer or other device must be brought to the courtroom to display exhibits using the courtroom's technology (click/share or HDMI cables). If a party/attorney would like access to a courtroom prior to the hearing to test equipment, please contact court administration at 651-377-7180 to arrange access.
7. For all Trials, two certified³ paper copies of visual, image, and document exhibits must be brought to court (1 copy for the Court and 1 copy for the witness stand).
8. For Jury Trials, the certified³ paper copy for the witness stand may be used in jury deliberation.
9. This order covers anticipated rebuttal exhibits as well. No other exhibits will be admitted in either party's case in chief without a showing of good cause. In unforeseen circumstance, the Court may allow rebuttal exhibits to be submitted outside the MNDES system.
10. The Dakota County Exhibit Guidelines, attached hereto, is incorporated by reference.

BY THE COURT:

Vicki Vial Taylor
First Judicial District Judge
Assistant Chief Judge

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.