

JUL 19 2023

STATE OF MINNESOTA
COUNTY OF CARVER

State of Minnesota

DISTRICT COURT
FIRST JUDICIAL DISTRICT
ALL CASE TYPES

In Re:

JUDICIAL STANDING ORDER

Exhibit Requirements

Effective September 1, 2023

IT IS HEREBY ORDERED:

1. Prior to a Contested Hearing, Evidentiary Hearing, Court Trial or Jury Trial in Carver County, the parties must exchange 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.¹
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 and training on how to use MNDES is available at: www.mncourts.gov/mndes.
3. Parties must share exhibit(s) through MNDES by selecting the “Share” function and enter an email address or cell phone number. The share function can be used for service if both parties agree.
4. 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.
5. 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, this information should be identical to the exhibit list filed with the court (e.g., “Ex. 001 Picture of rear passenger door”).
6. 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. Exhibits will only be reviewed and considered by the judge after being offered on the record.

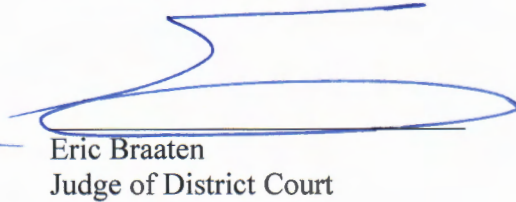
¹ Refer to Carver County Guidelines document for further information on exchanging, or sharing, exhibits through MNDES.

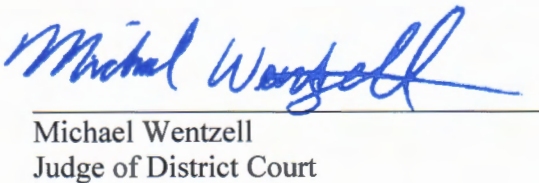
7. Unless the exhibit is classified as non-public or sealed, it is the responsibility of the offering party to display exhibits onto the courtroom display monitors during court. A personal computer or other device must be brought to the courtroom to display exhibits using the courtroom's technology (ClickShare 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 952-361-1420 to arrange access.
8. Unless otherwise specified by Court Order, for a Contested Hearing, Evidentiary Hearing, Court Trial, or Jury Trial, two certified² 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 which 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 without a showing of good cause. In unforeseen circumstance, the Court may allow rebuttal exhibits to be submitted outside the MNDES system.
10. Until such time the necessary technology has been implemented and installed in the jury room(s) for audio and video exhibits to be securely viewed and reviewed in the jury room, any jury review of audio and video exhibits must occur in open court pursuant to Minn. R. Crim. P. 26.03, subd. 20(2)(b).
11. The Carver County Exhibit Guidelines, attached hereto, is incorporated by reference.

Date: 7/19/23

BY THE COURT:


Janet Barke Cain
Judge of District Court


Eric Braaten
Judge of District Court


Michael Wentzell
Judge of District Court


Martin Fallon
Judge of District Court

²Unless 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.