![Minnesota Judicial Branch logo] **MINNESOTA JUDICIAL BRANCH**
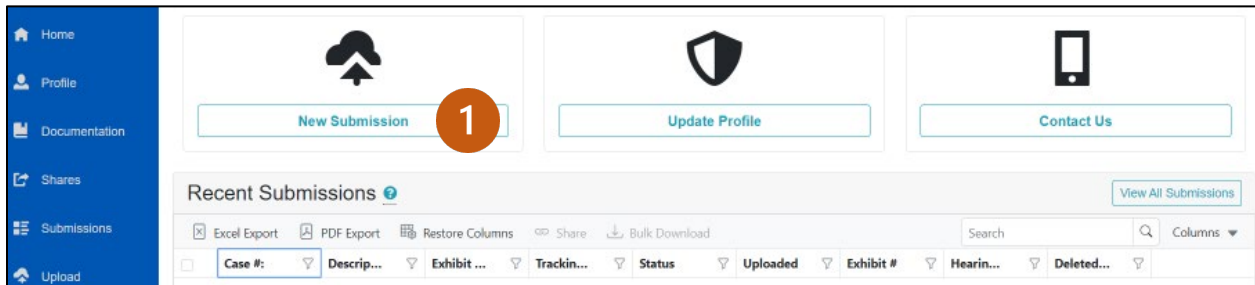
QRG - Uploading Exhibits

Upload exhibits

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

2. Type the **Case Number**.

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. Click **Browse** to find the files.

Or

   b. Drag and drop exhibit files from your local or shared drive.

Upload the file(s) you want to submit for case ❗

Important!

- 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.
- Ensure the exhibit is properly redacted before uploading.

Browse... Or drop files here

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5. Complete exhibit details:

   a. Change the **Description** 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 Party Affiliation – Plaintiff/Petitioner or Defendant/Respondent.

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

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

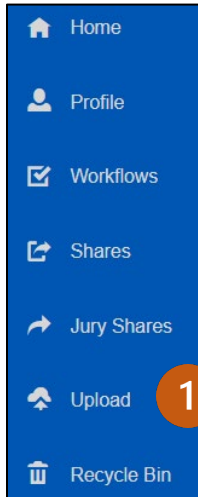   Or

7. Click **Upload to Location**.

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Upload exhibits from the navigation pane

1. Click **Upload** from the navigation pane.

2. Follow previous instructions for uploading from the Home page.

View recent exhibit submissions

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

- **Case Number**: The case file in which the exhibit was uploaded.

- **Description**: The name given to the file at the time of upload.

- **Exhibit Type**: The exhibit type selected at the time of upload.

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

- **Status**: The status of exhibits, such as which have been submitted and which have been offered.

- **Uploaded**: The date that the exhibit was uploaded into the system.

- **Exhibit #**: The exhibit number assigned to that exhibit.

- **Hearing Type:** The type of hearing in which exhibit was offered.

- **Deleted Date**: The date exhibit was deleted, after a request to delete has been processed.