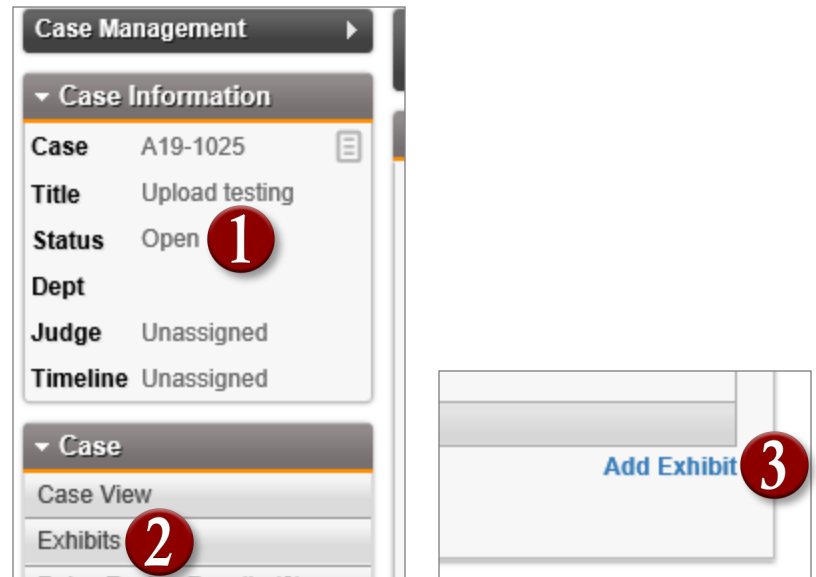


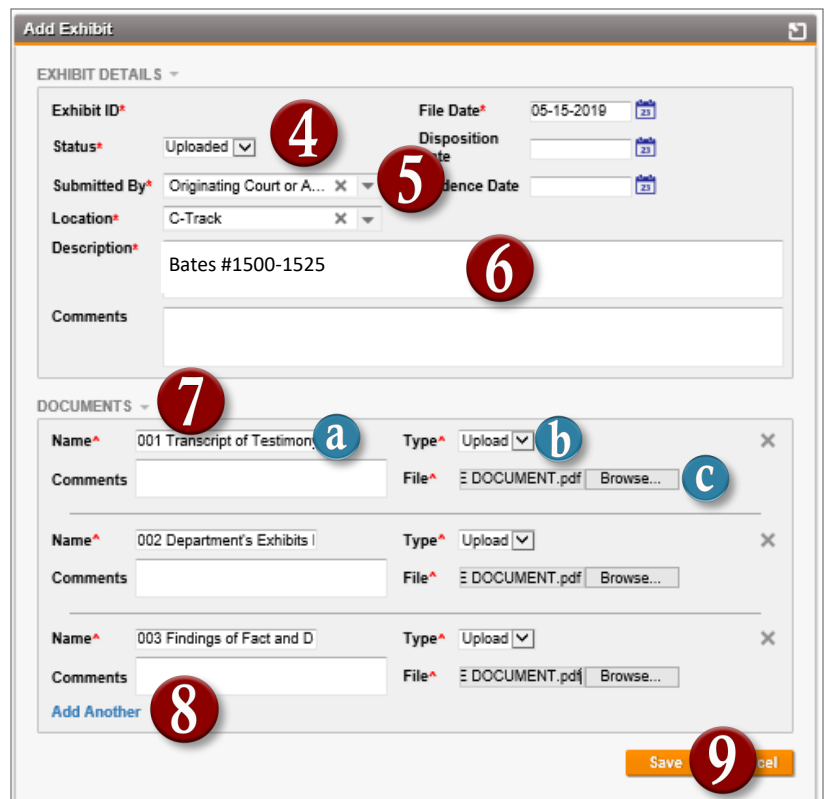
Adding Exhibits to a Case

1. Confirm the case status is **Open**.
2. Click **Exhibits**.
3. Click **Add Exhibit**.
4. Confirm the **Status** is Uploaded.
5. Select an option from **Submitted By**.
6. Add a **Description**.
 - Filers: Add a range of exhibits from the itemized list using agency naming conventions (e.g., Bates #1500-1525).
 - Court employees: Add a range of IDs from the exhibit log (e.g., JRY001-JRY009).



Only the description and comments in the Exhibit Details are visible to filers. Only court employees can see the uploaded exhibits.

7. Add the **Documents**. Include the Exhibit List if uploading trial court exhibits.
 - a. Add the **Name**. Don't add Comments.
 - When adding numbered exhibits, use three digits (001, 002, 003...).
 - If submitting an itemized list, match the name on the list.
 - If unsure how to name exhibits contact the clerk's office.
 - b. Add the **Type**.
 - c. Click **Browse** to upload the file.
8. Click **Add Another**, if needed. Limit uploads to 10 files at one time. This reduces rework time if there is an error.
9. Click **Save**.



Screens may vary based on user roles and browser versions.