

MINNESOTA DIGITAL EXHIBIT SYSTEM (MNDES) **Dakota County Guidelines**

MNDES is the electronic system required for submitting, sharing, and processing exhibits. It provides a reliable and flexible solution for sharing, submitting, tracking, presenting, viewing, and storing exhibits. The guidelines below are to be followed for submitting exhibits to ensure compliance with [Supreme Court Order ADM09-8010 Regarding Use of the Minnesota Digital Exhibit System in Minnesota District and Appellate Courts](#) and [Dakota County's Standing Order In Re: Exhibit Requirements – effective January 1, 2025](#).

Resources:

1. MNDES is used to submit exhibits to the court and to provide access to uploaded exhibits to others, including opposing parties. Any court rules or court orders regarding exhibits also apply to exhibits submitted through MNDES and need to be followed (e.g., providing discovery and/or exhibits to opposing parties, etc.).
2. Additional written materials and job aids are available under the Evidence and Exhibits Help Topic at www.mncourts.gov/mndes.
3. If you do not yet have a MNDES account, one should be created prior to the hearing so that exhibits can be uploaded prior to the hearing and retrieved during the hearing. For assistance creating an account or for support with MNDES, select the Contact Us button at www.mncourts.gov/mndes or call (651) 413-8160 from the Twin Cities Metro, or (833) 707- 2791 from other locations.

MNDES Exhibit Submissions:

1. Uploading Exhibits
 - Exhibits should be numbered as detailed in the Dakota County Judicial Standing Order.
 - Exhibit descriptions should be detailed as detailed in the Dakota County Judicial Standing Order.
 - Exhibits should be uploaded in a format that can be played within the MNDES viewer. This includes .doc, .jpg, .pdf, .avi, .mov, .mp3, .mp4 and many others. A full list of MNDES acceptable file types can be found at www.mncourts.gov/mndes.
 - Exhibits should be uploaded individually so they are listed separately in MNDES - multiple exhibits should not be combined into a single uploaded file.
 - If the exhibit is too large to be submitted in MNDES (size limit is 100 GB), you must submit as a physical exhibit.
 - An exhibit should be uploaded as “public”¹ unless it meets one of the following criteria:
 - Medical record admitted in Civil Commitment Case.
 - Judicial Order restricting public access to exhibits.
2. If you need to submit a certified copy for the purposes of authenticating that exhibit as an

¹ By Order of the Supreme Court, prehearing exhibits are non-public unless or until admitted as evidence in a public proceeding or designated as public by order of a Judicial Officer.

original copy, the certified original should be provided to the court as a physical exhibit.

3. Physical exhibits that cannot be digitized (e.g., weapons, drugs, etc.) should be brought into the courtroom. Once offered and accepted, court staff will label with an exhibit label and upload a physical exhibit tracking sheet into MNDES.
4. You cannot upload exhibits in sealed cases. If the case is sealed, you must contact court administration at (651) 377-7180 to upload the exhibits on your behalf.
5. In-Camera Review exhibits are not uploaded to MNDES. These documents should be submitted directly to the judge's chambers.
6. Exhibits submitted with and to support pleadings or motion and affidavit are not uploaded to MNDES. These documents should be filed with the pleading or motion/affidavit in the district court file.

Viewing and Sharing Exhibits Submitted Through MNDES:

1. The person or agency who submitted the exhibits can view their own public exhibits through MNDES, using the same sign on that was used when submitting.
2. The person who submitted the exhibits can share exhibit(s) through MNDES by selecting the "Share" function and entering an email or cell phone number. The share function can be used for service, if both parties agree. Information on how to share exhibits in MNDES is available at: www.mncourts.gov/mndes.
3. Prehearing exhibits are not accessible to the public unless or until admitted as evidence in a public proceeding.
4. The Rules of Public Access² provide that evidentiary exhibits are accessible to the public once admitted as evidence in a public proceeding. Exceptions include medical records in a Civil Commitment Case, an exhibit that is designated as non-public by a court order, or the evidence is no longer retained by the court under a court rule, order, or retention schedule.

Display of Exhibits at Hearing/Trial:

1. The offering party must "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.
2. The offering party must display exhibits onto the courtroom display monitors during court by opening the exhibits from the MNDES application on their own computer or personal device.
3. All courtrooms have Click/Share and HDMI cables which can be connected to your computer or personal device to allow you to display. Alternatively, you may install the Click/Share Application on your computer or personal device prior to or at the hearing.
4. Court staff should only display exhibits onto the courtroom display monitors during court in the following scenarios:

² Record Access Rule 8, subd. 5

- a. If the exhibit is designated as non-public or sealed in MNDES.
 - b. If the offering party is having technical difficulties in the courtroom and the judicial officer directs court staff to display.
4. 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.

Jury Trial Exhibits:

1. Jurors will view admitted exhibits through MNDES, both during trial and during deliberations. Jurors will not have access to any exhibits that were not admitted.

Exhibits for Witnesses Only:

1. There are display monitors on the courtroom witness stands, which allows parties to display proposed exhibits to only the witness.

Back Up Copies of Exhibits:

1. Unless otherwise ordered, parties/attorneys are not required to bring back up copies of exhibits to court. However, if there are system errors, the judge may require parties/attorneys to provide backup copies in a reasonable time frame.