

Standing Order in Re: Exhibit Requirements
Effective: January 1, 2025

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. No later than the day before the hearing, unless otherwise specified by way of Court Order, all proposed digital exhibits (audio, visual, images, and documents) must be uploaded to and shared through the Minnesota Digital Exhibit System (MNDES). Information on how to upload and share exhibits in MNDES is available at: www.mncourts.gov/mndes.
3. Rebuttal exhibits must be uploaded to MNDES but are not required to be shared prior to the hearing.
4. Documents intended for impeachment are not required to be uploaded to MNDES prior to the hearing. Once presented, the offering party will be required to upload to MNDES with the corresponding court exhibit number.
5. 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.

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.

6. 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”).
7. 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.
8. 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.³ 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.
9. Jurors serving on criminal and civil trials will view admitted exhibits through MNDES, both during trial and during deliberations. Jurors will not have access to any exhibits that were not admitted.
10. 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.
11. The Dakota County Exhibit Guidelines, attached hereto, is incorporated by reference.

By the Court:

Christopher Lehmann

Assistant Chief Judge of District Court

³ Refer to Dakota County Guidelines for requirements for displaying exhibits in the courtroom.