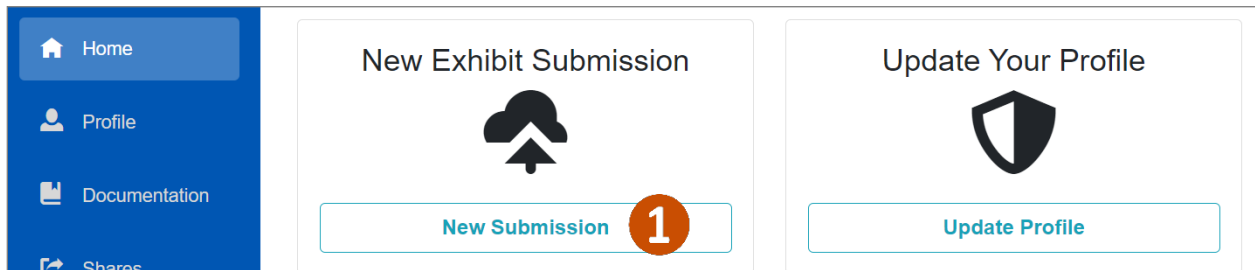



## QRG - Uploading Exhibits

### Upload exhibits


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



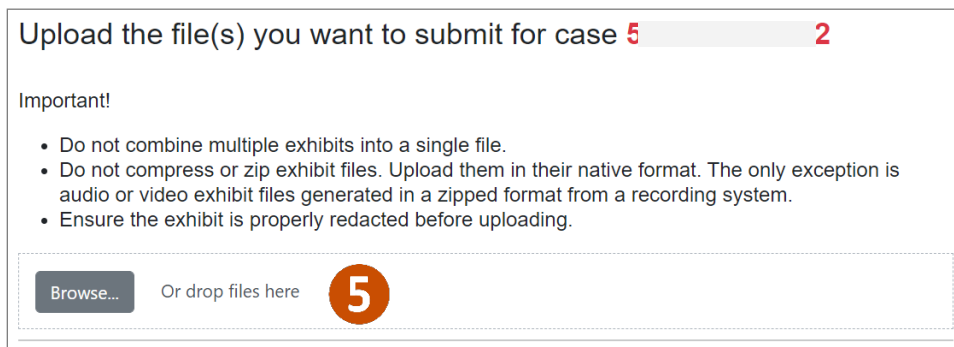
2. Type the **Case Number** where you are submitting an exhibit.
3. Click **Search**.

 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 screenshot of the search interface. At the top, it says 'Case Number:'. Below this is a text input field containing the number '5' and a red circle with the number 2. To the right of the input field is a blue 'Search' button with a magnifying glass icon and a red circle with the number 3. Below the search results, it shows 'Case 5: :2 - State of Minnesota vs I' and a 'Select Case' button with a red circle with the number 4.

5. Drag and drop exhibit files from your local or shared drive or click **Browse** to find the files.

A screenshot of the file upload interface. At the top, it says 'Upload the file(s) you want to submit for case 5 2'. Below this is a section titled 'Important!' with three bullet points: '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.', and 'Ensure the exhibit is properly redacted before uploading.' At the bottom, there is a dashed box containing a 'Browse...' button and the text 'Or drop files here' with a red circle containing the number 5.



## QRG - Uploading Exhibits

6. Complete exhibit details:
  - a. Change the **Exhibit Name** 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 if the **Exhibit is Non-Public**.
  - e. Type any **Special Instructions**.



Repeat steps 5 and 6 if there are multiple exhibits for this case; they each display in separate tiles on the screen.

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

Or

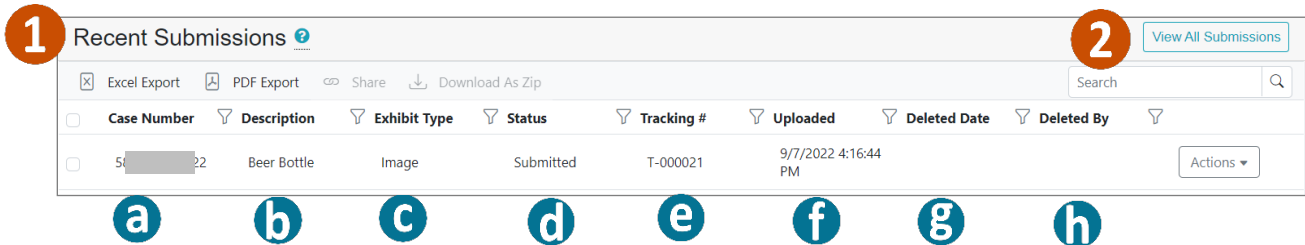
Click **Upload to Location**.

The screenshot shows a form for uploading an exhibit. On the left, a large orange circle with the number '6' is positioned next to the form. The form itself is a light blue box with a white background. At the top right of the form is a red button with a trash icon and the text 'Remove'. Below this is a text input field labeled 'Exhibit Name \*' containing the text 'Dash Cam'. A blue circle with the letter 'a' is next to this field. Below the name field is another text input field labeled 'Exhibit Number (Do not use unless ordered by the Judge)'. A blue circle with the letter 'b' is next to this field. Below the number field is a dropdown menu labeled 'Exhibit Type \*' with 'Video Recording' selected. A blue circle with the letter 'c' is next to this dropdown. Below the type dropdown is another dropdown menu labeled 'Is Exhibit Non-Public?' with 'This is a public exhibit' selected. A blue circle with the letter 'd' is next to this dropdown. Below the public/private dropdown is a text area labeled 'Special Instructions'. A blue circle with the letter 'e' is next to this text area. At the bottom right of the form is a blue button with a white arrow and the text 'Upload to Location'. A large orange circle with the number '7' is positioned to the left of this button.

## QRG - Uploading Exhibits

### View recent exhibit submissions

1. From the Home page, view the last 10 exhibits submitted through the portal along with the following identifying information:
  - a. **Case Number:** Shows the case file in which the exhibit was uploaded.
  - b. **Description:** Shows the name given to the file at the time of upload.
  - c. **Exhibit Type:** Shows the exhibit type selected at the time of upload.
  - d. **Status:** Shows which exhibits have been submitted and which have been offered.
  - e. **Tracking #:** Shows the number the system has assigned to the exhibit at the time of upload.
  - f. **Uploaded:** Shows the date that the exhibit was uploaded into the system.
  - g. **Deleted Date:** Shows the date an exhibit was deleted after a deletion request was sent.
  - h. **Deleted By:** Shows name of the user who deleted the exhibit.
  - i. Click **View All Submissions** to see all exhibits you have submitted in MNDES.



**1** Recent Submissions ? **2** [View All Submissions](#)

Excel Export PDF Export Share Download As Zip Search

<input type="checkbox"/>	Case Number	Description	Exhibit Type	Status	Tracking #	Uploaded	Deleted Date	Deleted By	<input type="checkbox"/>
<input type="checkbox"/>	S[REDACTED]22	Beer Bottle	Image	Submitted	T-000021	9/7/2022 4:16:44 PM			Actions

a b c d e f g h