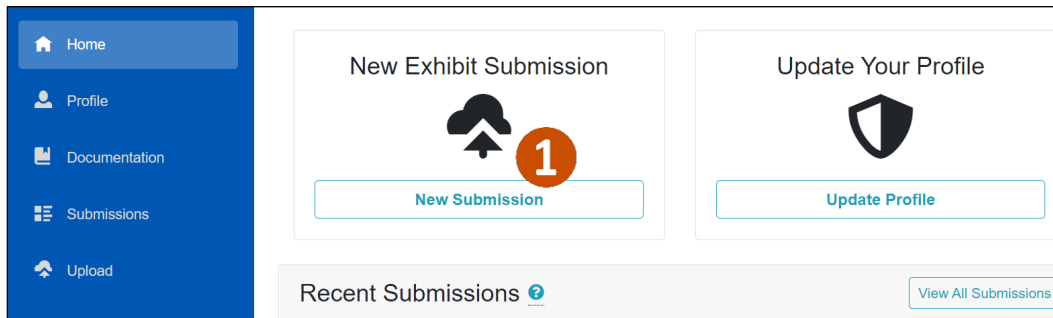**MINNESOTA JUDICIAL BRANCH**

QRG - Uploading and Managing Exhibits

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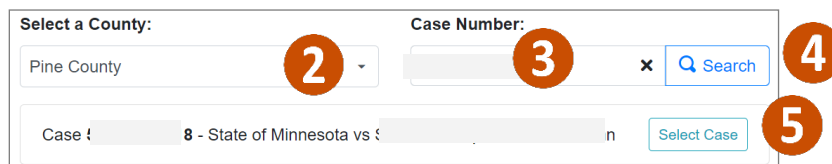
1. From the Home page, click **New Submission.**

2. The county/counties you set up in your profile will appear in the county dropdown. Select the **County** where you are submitting exhibits.

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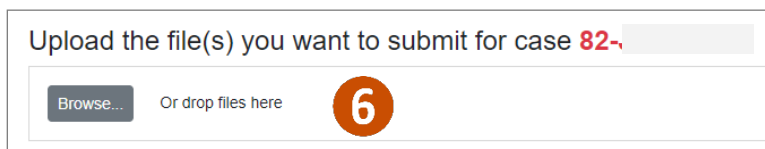
4. Click **Search**.

   If a case is marked as Confidential, the case title information will not be displayed. However, you can still upload exhibits to the case.

5. Once a valid case has been located, click **Select Case**.

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

QRG - Uploading and Managing Exhibits

7. 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.

    💡 Once an exhibit is offered on a case, an official exhibit number will be assigned to the exhibit; however, the exhibit number will not display in the portal.

    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 6 and 7 if there are multiple exhibits for this case and they each display in separate tiles on the screen.

8. Click **Upload to Location**.

9. If you uploaded the exhibit in error, click **Remove.**
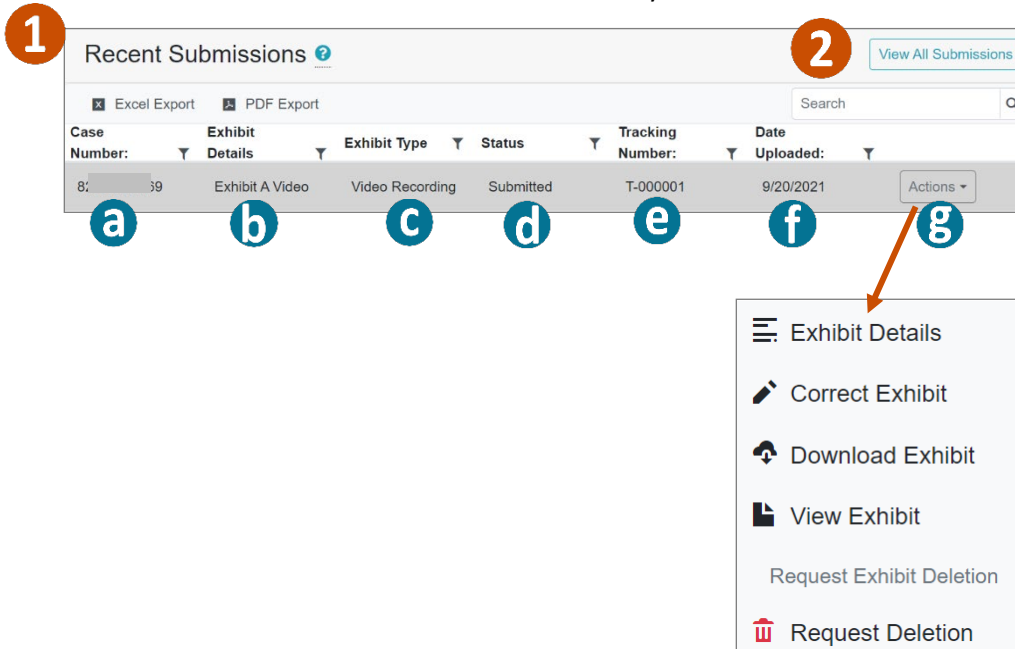
QRG - Uploading and Managing Exhibits

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. **Exhibit Details**: 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. **Exhibit Status**: Shows which exhibits have been submitted and which have been offered.

    e. **Tracking Number**: Shows the number the system has assigned to the exhibit at the time of upload.

    f. **Date Uploaded**: Shows the date that the exhibit was uploaded into the system.

    g. **Actions**: Provides additional information about the exhibit as well as the ability to modify exhibit information.

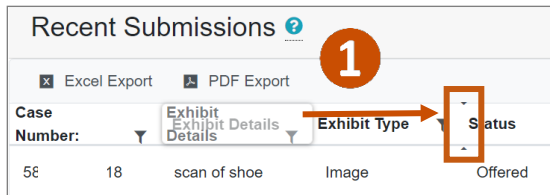2. Click **View All Submissions** to see all exhibits you have submitted in MNDES.

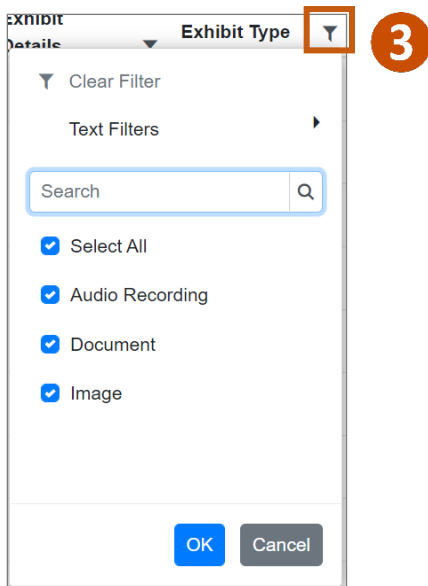# QRG - Uploading and Managing Exhibits

Customize exhibit list

1. To move columns, click the column header and drag it until you see the up and down blue arrows where you want to place the column.

2. To sort a column by ascending or descending order alphabetically or numerically, click the header until you see the up and down arrow.
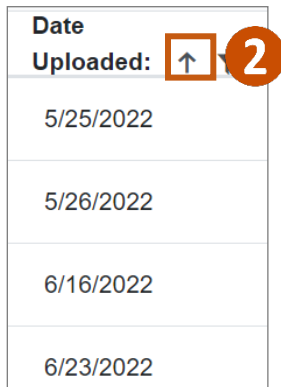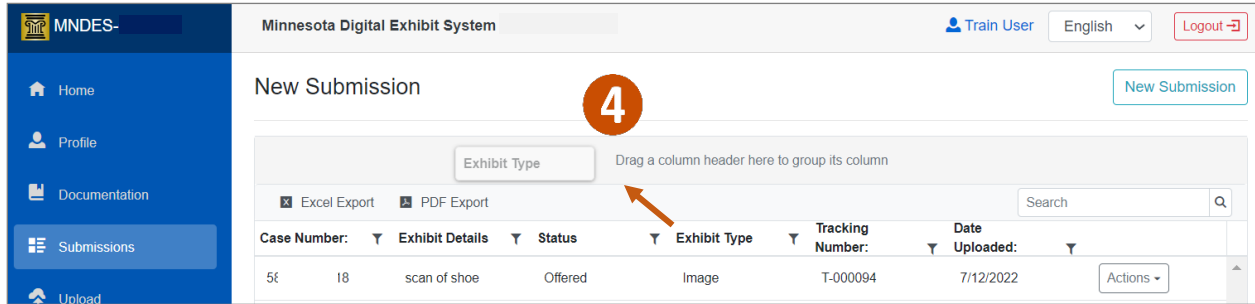

3. To filter the list, click the filter icon and enter a keyword.

![Minnesota Judicial Branch logo] **MINNESOTA JUDICIAL BRANCH**

QRG - Uploading and Managing Exhibits

4. To group submissions, from the New Submission page, drag and drop a column heading where it says, "Drag a column header here to group its column."
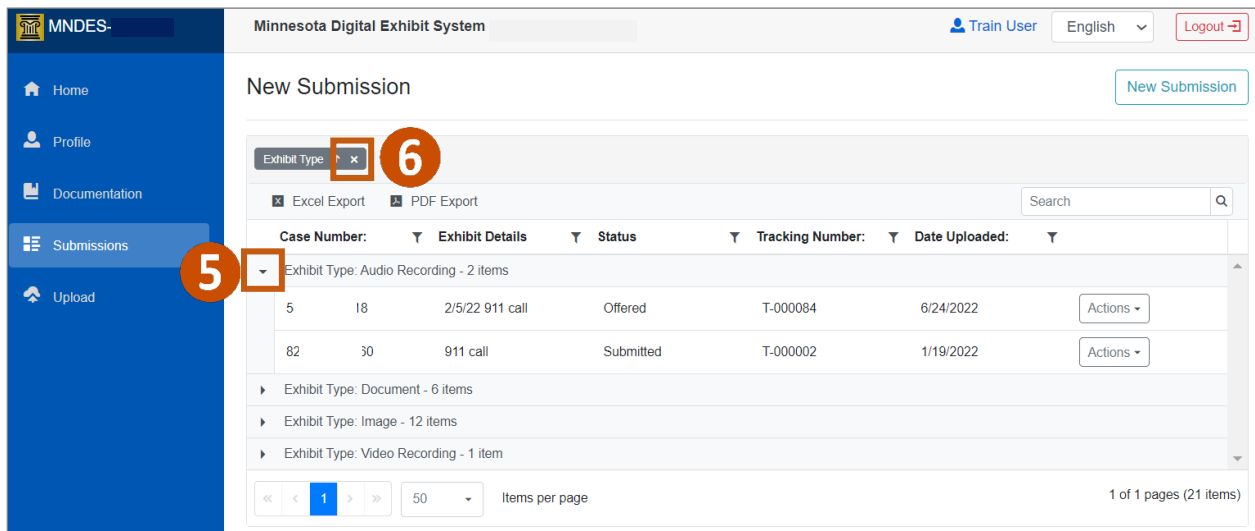

5. Click an arrow to expand or collapse a group.

6. To ungroup submissions, click the 'x' in the group header.

QRG - Uploading and Managing Exhibits

Update exhibit information

1. From the Recent Submission screen, click **Actions**.

    a. **Exhibit Details:** Shows system generated information, details you entered when the exhibit was loaded, and processing history.

    b. **Correct Exhibit**: Allows for the following updates, provided the exhibit has not been offered: Exhibit Description, Exhibit Type, Non-Public status and/or Special Instructions.

    💡 If an exhibit is changed from non-public to public, the portal will show this change; however, the document will still not be available for download.

    c. **Download Exhibit:** Allows you to download a copy of the exhibit to your workstation.

    💡 Exhibits for confidential cases or those that are marked as Non-Public will not be available for download from the MNDES portal.

    d. **View Exhibit:** Allows you to view audio, video, PDF, text, and image file formats directly from the portal without needing to download the exhibit. If an exhibit has been uploaded with an unsupported file format, the MNDES portal will direct them to download the exhibit to view it.
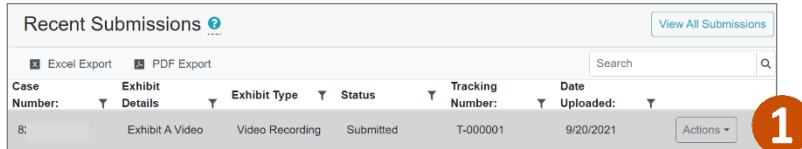
QRG - Uploading and Managing Exhibits

Request exhibit deletion
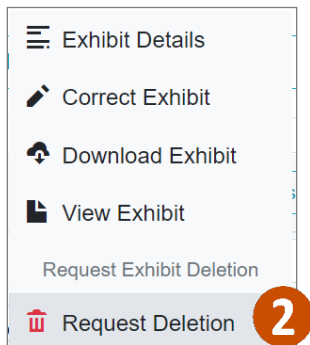
1. From the Recent Submission screen, click **Actions**.
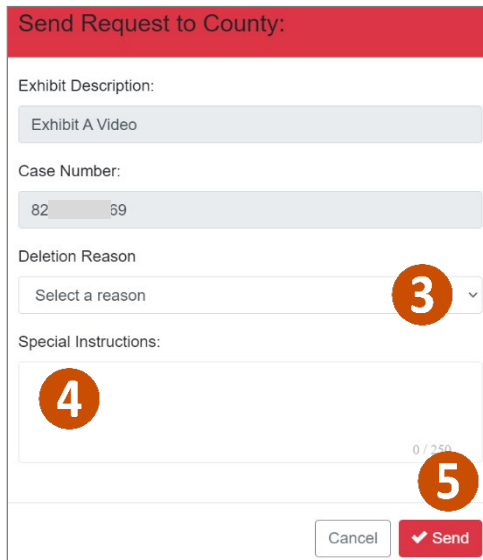
2. Click **Request Deletion**.

💡 Only exhibits with a status of Submitted have the Request Deletion option.

3. Select the **Deletion Reason**.

4. Enter any **Special Instructions**.

5. Click **Send**.

QRG - Uploading and Managing Exhibits

The deletion request is sent to the county associated with the case. The court reviews each request and if an exhibit is deleted, the exhibit's status will be updated to Deleted.

If a request is denied, the submitter will receive an email notification about the request denial.

Users will not be able to submit an additional Deletion Request while the court is reviewing the request. The Request Delete button is disabled when the status is Deletion Request Pending.